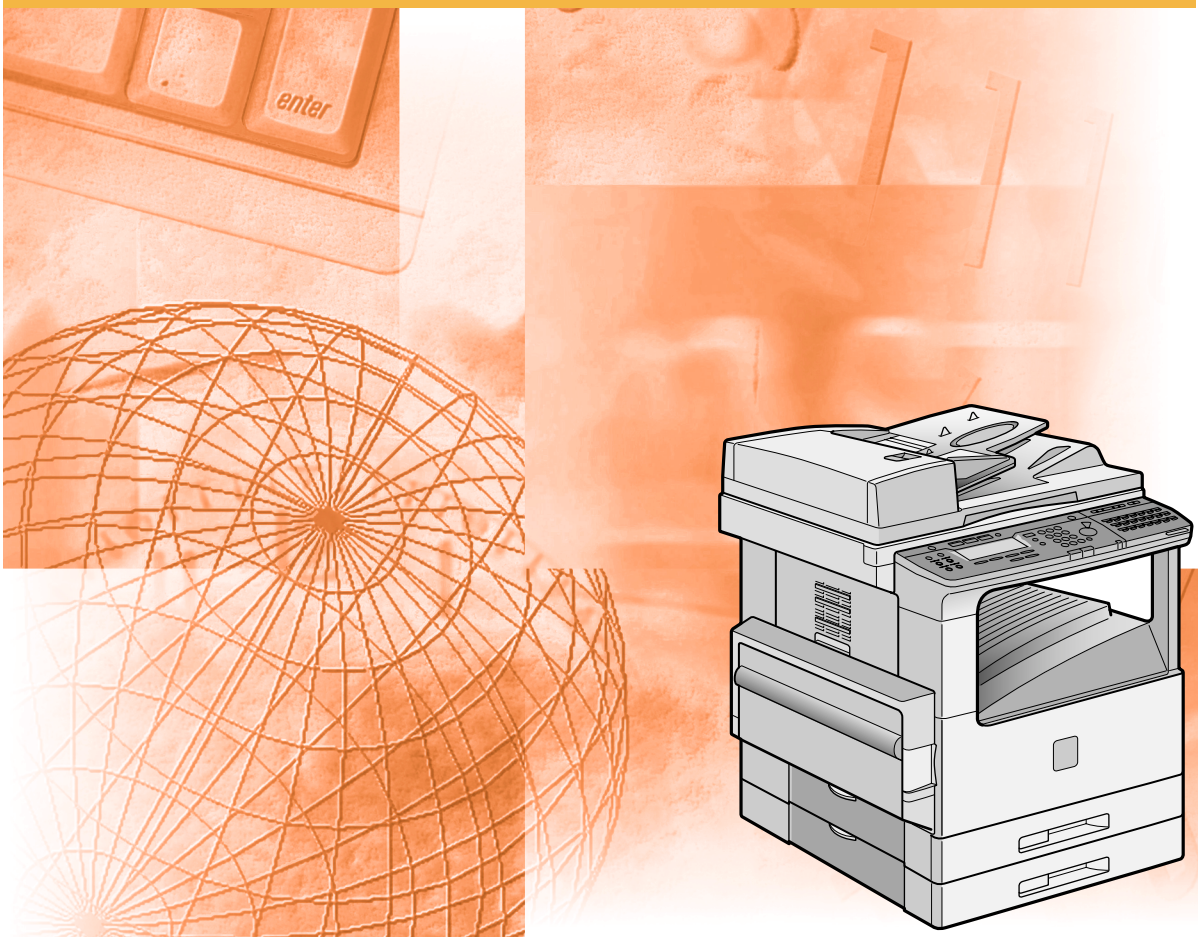
Canon

imageCLASS 2300

Basic Guide



Please read this guide before operating this equipment.
After you finish reading this guide, store it in a safe place for future reference.

ENG

imageCLASS 2300
Basic Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information. Some of the manuals listed below are only supplied with the Network Model of this machine.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM.

Installing and Setting Up the Machine	**Set-Up Sheet for the Machine**	
Network and Printer Settings	**Set-Up Sheet for Networking and Printing**	
Basic Operations	**Basic Guide (This Document)**	
Machine Settings Troubleshooting	**Reference Guide**	
Copying Instructions	**Copying Guide**	
Fax Instructions	**Facsimile Guide**	
Sending Instructions	**Sending Guide**	
Remote User Interface Instructions	**Remote UI Guide**	CD-ROM
Network Connectivity and Setup Instructions	**Network Guide**	CD-ROM
PCL Printer Instructions	**PCL Printer Guide**	CD-ROM
PCL Printer Driver Installation and Instructions	**PCL Driver Guide**	CD-ROM
Fax Driver and Cover Sheet Editor Installation and Instructions	**Fax Driver Guide with Cover Sheet Editor**	CD-ROM

The machine illustration on the cover may differ slightly from your machine.

How This Manual Is Organized

Chapter 1 Introduction

Chapter 2 Documents

Chapter 3 Print Media

Chapter 4 Copying - Basic Operations

Chapter 5 Faxing - Basic Operations

Chapter 6 Printer/Fax Driver Software

Chapter 7 I-Fax - Basic Operations

Chapter 8 Printing - Basic Operations

Chapter 9 Maintenance

Chapter 10 Troubleshooting

Chapter 11 Appendix

Includes the specifications and index.

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

Contents

Preface . . . . . **viii**
How to Use This Manual . . . . . **viii**
Symbols Used in This Manual viii
Keys Used in This Manual viii
Operations and Terms Used in This Manual . . . . . **ix**
Legal Notices . . . . . **xi**
Laser Safety xi
CDRH Regulations xii
International Energy Star Program xiii
Trademarks xiii
Copyright xiii
Disclaimers xiv
Legal Limitations on the Usage of Your Product and the Use of Images xiv
Important Safety Instructions . . . . . **xv**
Installation xv
Power Supply xvi
Handling xvii
Maintenance and Inspections xviii
Consumables xix
Other Warnings xx
Set-Up Help & Product Registration (USA) xx
Canon Canada Information/Service Center xx
Supplies & Accessories xx

Chapter 1 Introduction

Where to Find Help **1-2**
Set-Up Sheets 1-2
Book Manuals 1-3
PDF Manuals and Software (CD-ROMs) 1-4
Features of the imageCLASS 2300 . . . . . **1-5**
Model Configurations 1-5
Setting Up Machine Functions **1-6**
Parts and Their Functions **1-7**
External View 1-7
Internal View 1-8

Control Panel Parts and Functions 1-9

Chapter 2 Documents

Placing Originals (For Copying, Faxing, Scanning) 2-2
Orientation 2-3
Platen Glass. 2-4
Feeder 2-6

Chapter 3 Print Media

Paper Type 3-2
Loading Paper 3-4
Adjusting the Paper Drawer Guides. 3-8

Chapter 4 Copying - Basic Operations

Overview of Copying Operations. 4-2
Copy Operations 4-4
More Information 4-9

Chapter 5 Faxing - Basic Operations

Overview of Fax Operations 5-2
Setting Up the Machine for FAX Operations 5-4
Connecting the Telephone Line 5-4
Setting the Current Date and Time 5-5
Registering the Required Sender Information 5-7
Registering the Machine's Fax Number. 5-8
Registering the Unit's Name 5-10
Registering the Sender Information (TX Terminal ID) 5-12
Fax Sending Operations 5-15
More Information 5-18

Chapter 6 Printer/Fax Driver Software

Introduction **6-2**
System Requirements **6-3**
Installing the Software. **6-4**
More Infomation 6-4

Chapter 7 I-Fax - Basic Operations

Overview of the I-Fax Functions. **7-2**
Setting Up the Machine for Using I-Fax **7-3**
Sendig and Receiving I-Fax **7-4**
Sending I-Fax by One-Touch Speed Dialing, Coded Speed Dialing, or Access Code 7-4
Manual I-Fax Sending 7-6
Receiving I-Fax 7-8
More Information 7-9

Chapter 8 Printing - Basic Operations

Features of the Printer. **8-2**
Connecting to a Computer **8-4**
Connecting to a Network 8-4
Connecting through a Parallel Interface 8-5
Connecting through a USB Interface 8-5
Printing a Document **8-6**
Canceling a Print Job **8-7**

Chapter 9 Maintenance

Replacing the Toner Cartridge **9-2**
Routine Cleaning **9-10**
Platen Glass and Cover 9-10
Feeder Cleaning. 9-11
Roller Cleaning. 9-15
More Information 9-17

Chapter 10 Troubleshooting

List of Error Messages 10-2
Self-Diagnostic Display 10-2
When Problems Occur during Fax Operations 10-8
Sending Documents. 10-8
Receiving Documents 10-11
Other Problems 10-13
When You Have Trouble Printing 10-14
Service Call Message 10-16
If You Cannot Solve the Problem 10-17

Chapter 11 Appendix

Machine Specifications 11-2
Main Unit 11-2
Feeder 11-4
Fax Specifications 11-5
Printer Specifications 11-6
Control Specifications 11-6
Software Specifications 11-6
Interface Specifications 11-7
Parallel Interface (Centronics Compliant) 11-7
Index 11-8

Preface

Thank you for purchasing the Canon imageCLASS 2300. Please read this manual to familiarize yourself with the basic operation of all functions of your machine. After reading this manual, keep it handy for easy reference.

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual:

Control Panel Keys: <Key icon> + (Key Name)

Example: (Start)

(Stop)

Function Keys: <Key icon> + (Key Function)

Example: F3 Press [F3] (DENSITY)

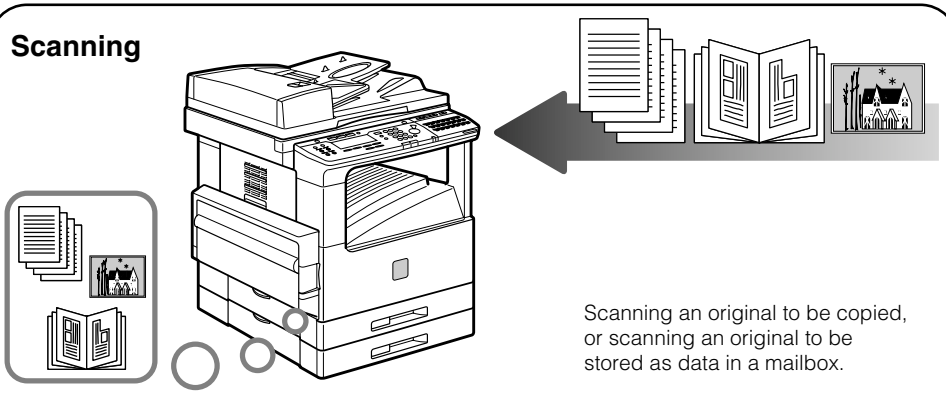
F4 Press [F4] (▲)

Operations and Terms Used in This Manual

This machine makes effective use of memory in order to perform print operations efficiently. For example, as soon as the machine has scanned the original that you want to copy, it can immediately scan the next person's original. You can also print from this machine, using a function other than the Copy function. In this machine, these operations take place in a complex way, so that not only copies, but also various kinds of prints may sometimes have to wait their turn before they can be output.

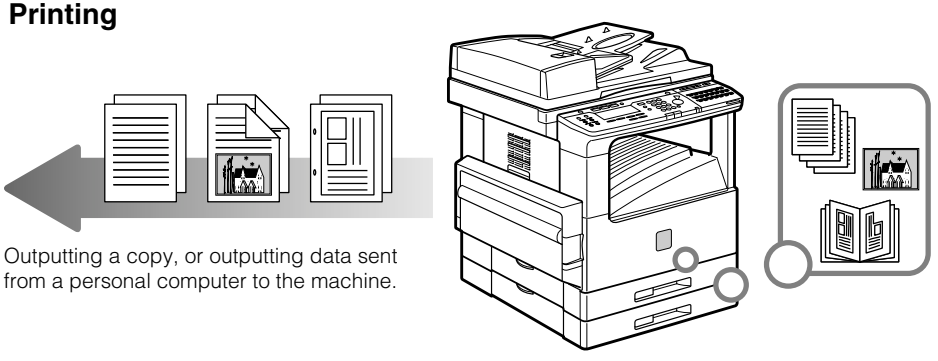
To avoid confusion when reading this manual, the terms "scanning", "printing", and "copying" used throughout this manual are defined as set out below. There are some cases in which the scanning of an original when making a copy, and the process of making a print, are described separately.

Scanning



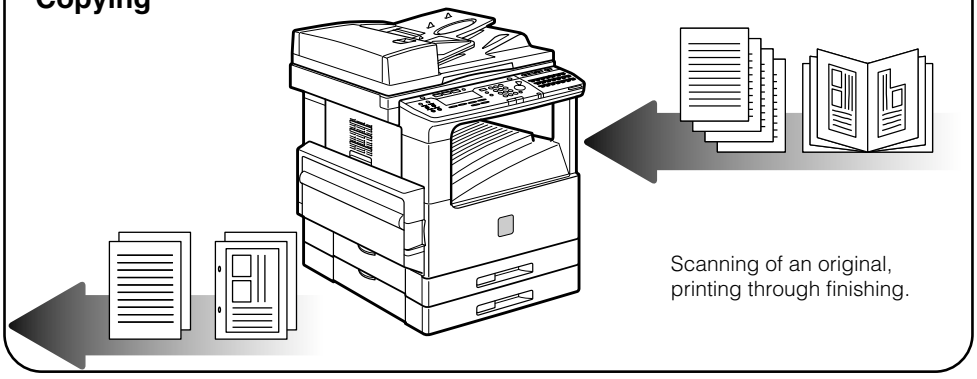
Scanning an original to be copied, or scanning an original to be stored as data in a mailbox.

Printing



Outputting a copy, or outputting data sent from a personal computer to the machine.

Copying



Scanning of an original,
printing through finishing.

Legal Notices

Laser Safety

This product complies with 21 CFR Chapter 1 Subchapter J as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Class 1 levels of laser radiation are not considered to be hazardous.

Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not remove protective housings or external covers, except as directed by the equipment's *Reference Guide*.

CDRH Regulations

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured since August 1, 1976. Compliance is mandatory for products marketed in the United States. The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

CANON INC.
3-30-2 SHIMOMARUKO, OHTA-KU, TOKYO, JAPAN
CANON U.S.A., INC.
ONE CANON PLAZA, LAKE SUCCESS, N.Y. 11042, U.S.A.
CANON CANADA INC.
3128 ORLANDO DRIVE, UNIT#1, BUILDING F, MISSISSAUGA, ONTARIO, L4V1R5, CANADA
MANUFACTURED:
THIS PRODUCT CONFORMS WITH DHHS RADIATION PERFORMANCE STANDARD, 21 CFR CHAPTER 1 SUBCHAPTER J.

The label shown below is attached to the laser scanner unit inside the machine.

DANGER- Invisible laser radiation when opening the cover, removing developing assembly, or cartridges. AVOID DIRECT EXPOSURE TO BEAM.
CAUTION- INVISIBLE LASER RADIATION WHEN OPENING THE COVER, REMOVING DEVELOPING ASSEMBLY. AVOID EXPOSURE TO BEAM.
ATTENTION - RAYONNEMENT LASER INVISIBLE EN CAS D'OUVERTURE DU COUVERCLE. DU DÉMONTAGE DE L'ENSEMBLE DE DÉVELOPPEMENT. EVITER TOUTE EXPOSITION DIRECTE AVEC LE FAISCEAU.
VORSICHT - UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
ATTENZIONE - EMISSIONE DI UN RAGGIO LASER INVISIBILE A SEGUITO DELL' APERTURA DELLA COPERTURA O DELLA RIMOZIONE DEL GRUPPO DI SVILUPPO. EVITARE L'ESPOSIZIONE DIRETTA AL RAGGIO LASER.
PRECAUCIÓN - RADIACIÓN LÁSER INVISIBLE EN CASO DE ABRIR LA CUBIERTA Y RETIRAR LA UNIDAD REVELADORA. EVITE LA EXPOSICIÓN AL HAZ LÁSER.
VARO! - AVATTAESSA KEHITYSYKSIKÖN POISSAOLLESSA OLET ALTTINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.
VARNING! - OSYNLIG LASERSTRÅLNING NÄR DENNA DELÄR ÖPPNAD OCH. FRAMKALLAREN ÄRURTAGEN. BETRAKTA EJ STRÅLEN.
ADVARSEL! - USYNLIG LASER STRÅLING, NÅR DÆKSLET ÅBNES FOR AT FJERNE FRAMKALLALDEREN. UNDGÅAT BLIVE RAMT AFSTRÅLEN.
ADVARSEL - USYNLIG LASERSTRÅLING NÅR DEKSELEÍ ÅPNES OG. LASERENHETEN TASUT. IKKE SE DIREKTE PÅ STRÅLEN.
注意(ﾌｧｰｽﾄｽﾃｯﾌﾟ用) - カバー内部では、不可視レーザー光が放射されています。カバーや現像器、カートリッジの脱着をする時、レーザー光にさらされないようにしてください。

DANGER- Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
CAUTION- INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO BEAM.
ATTENTION - RAYONNEMENT LASER INVISIBLE EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.
VORSICHT - UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
ATTENZIONE - RADIAZIONE LASER INVISIBLE IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.
PRECAUCION - RADIACION LASER INVISIBLE CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.
VARO! - AVATTAESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.
VARNING! - OSYNLIG LASERSTRÅLNING NAR DENNA DELÄR ÖPPNAD. BETRAKTA EJ STRÅLEN.
ADVARSEL! - USYNLIG LASER STRÅLING, NÅR DENNE ER ÅBEN. UNDGÅ BESTRÅLING.
ADVARSEL - USYNLIG LASERSTRÅLING NÅR DEKSEL ÅPNES. UNNGÅ EKSPONERING FOR STRÅLEN.
注意 このカバー内部では不可視レーザー光が放射されています。レーザー光にさらされないようにしてください。

CAUTION

Use of controls, adjustments, or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

International Energy Star Program

As an ENERGY STAR® Partner, Canon USA, Inc. has determined that this copier model meets the ENERGY STAR® Program for energy efficiency.

The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

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Paper Money	Traveles Checks
Money Orders	Food Stamps
Certificates of Deposit	Passports
Postage Stamps (canceled or uncanceled)	Immigration Papers
Identifying Badges or Insignias	Internal Revenue Stamps (canceled or uncanceled)
Selective Service or Draft Papers	Bonds or Other Certificates of Indebtedness
Checks or Drafts Issued by Governmental Agencies	Stock Certificates
Motor Vehicle Licenses and Certificates of Title	Copyrighted Works/Works of Art without Permission of Copyright Owner

Important Safety Instructions

Please read these "Important Safety Instructions" thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, since it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.

Installation

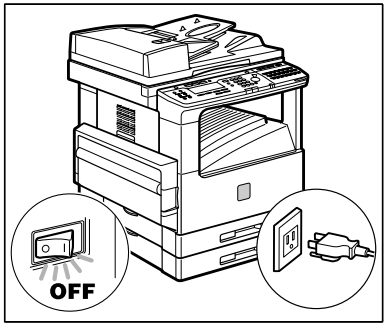
⚠ WARNING

Do not install the machine near alcohol, paint thinner or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock.

Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your service representative.

- Necklaces and other metal objects

- Cups, vases, flowerpots, and other containers filled with water or liquids



⚠ CAUTION

Do not install the machine in unstable locations, such as unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.

Never block the ventilation slots and louvers on the machine. These openings are provided for proper ventilation of working parts inside the machine. Blocking these openings can cause the machine to overheat. Never place the machine on a soft surface, such as a sofa or rug.

Do not install the machine in the following locations:

- A damp or dusty location

- A location near water faucets or water

- A location exposed to direct sunlight

- A location subject to high temperatures

- A location near open flames

Power Supply

⚠ WARNING

Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.

Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.

Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.

Insert the power plug completely into the power outlet, as failure to do so may result in a fire or electrical shock.

Do not use power cords other than the power cord provided, as this may result in a fire or electrical shock.

As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, use one rated for voltages of 120 V AC and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.

⚠ CAUTION

Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.

Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.

Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.

⚠ WARNING

Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.

If the machine makes strange noises, or gives off smoke, heat, or strange smells, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your service representative. Continued use of the machine in this condition may result in a fire or electrical shock.

Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, it may result in a fire or electrical shock.

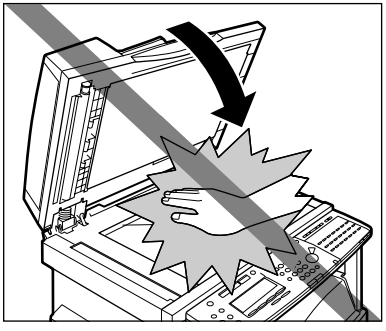
To avoid damage to the power cord and creating a fire hazard, always turn OFF the main power switch, and unplug the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in a fire or electrical shock.

Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your service representative.

⚠ CAUTION

Do not place heavy objects on the machine, as they may tip over or fall resulting in personal injury.

Close the feeder/platen glass cover gently to avoid catching your hands, as this may result in personal injury.



Do not press down hard on the feeder/platen glass cover when using the platen glass to make copies of thick books, etc. Doing so may damage the platen glass and result in personal injury.

Do not touch the paper output area while the machine is copying or printing, as this may result in personal injury.

Turn OFF the main power switch for safety when the machine will not be used for a long period of time, such as overnight. Also, disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.

The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Read the following remarks and instructions for safety.

Never open covers other than those instructed in this manual.

Do not remove the caution label attached to the cover of the laser scanner unit.

If the laser beam escapes from the machine, exposure may cause serious damage to your eyes.

Maintenance and Inspections

⚠ WARNING

When cleaning the machine, first turn OFF the main power switch, then disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.

Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.

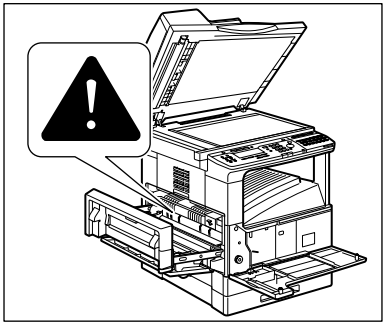
Clean the machine using a slightly dampened cloth with a mild detergent mixed with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. Check detergent for flammability prior to use. If flammable substances come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock.

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridge to ignite, resulting in burns or a fire.

⚠ CAUTION

The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.



When removing jammed paper or replacing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.

When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.

When removing a used toner cartridge, remove the cartridge carefully to prevent the toner from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

Consumables

⚠ WARNING

Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.

Do not store toner cartridges or copy paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.

When discarding used toner cartridges, put the cartridges in a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.

⚠ CAUTION

Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

Other Warnings

⚠ WARNING

For cardiac pacemaker users:
This product generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the product and consult your doctor.

Set-Up Help & Product Registration (USA)

Before you unpack your new machine, CALL 1-800-828-4040 for help with set-up and operation. You can also register your machine with us. Call the Canon USA Consumer Products Information Center between 8 a.m. and 8 p.m. EST, Monday through Friday, except holidays.

Machine Model: imageCLASS 2300

Serial Number: (located on the label at the back of the machine)

If you have any problems with your machine, DO NOT return it to your retailer.

Call 1-800-828-4040.

Canon Canada Information/Service Center

Should service be necessary please call the following number for information regarding Personal Copier Authorized Service Facilities.

Canon Canada, Inc. 6390 Dixie Road, Mississauga, Ontario L5T 1P7

Call 1-800-263-1121.

Supplies & Accessories

Call or visit your local retailer/dealer for genuine Canon supplies. You can also order genuine supplies and accessories for your machine from Canon. Call us at:

1-800-828-4040	**Canon USA Consumer Products Information Center**
1-800-OK-CANON	**Canon Canada Information/Service Center**

Please have your credit card ready. Local sales tax, shipping and handling charges are added to each other. Express shipments are available.

Cartridges

Canon Cartridge P

Transparencies
Canon Type E

Power Cord

NOTE

All items are subject to availability. Accessories are also available for other Canon consumer products.

Introduction

1
CHAPTER

This chapter describes the features of the machine, and the parts and their functions.

Where to Find Help 1-2
- Set-Up Sheets 1-2
- Book Manuals 1-3
- PDF Manuals and Software (CD-ROMs) 1-4

Features of the imageCLASS 2300 1-5
- Model Configurations 1-5

Settint Up Machine Functions 1-6

Parts and Their Functions 1-7
- External View 1-7
- Internal View 1-8
- Control Panel Parts and Functions 1-9

Where to Find Help

The documentations for the imageCLASS 2300 are provided in the following forms:

Set-Up Sheets
Book Manuals
PDF Manuals and Software (CD-ROMs)

NOTE
The PDF manuals and software are only provided with the Network Model of this machine.

Set-Up Sheets

The *Set-Up Sheets* are only used once at the very beginning to install and set up the machine.

■ Set-Up Sheet for the Machine

This is the first documentation you should refer to for installing and setting up the machine. It is located on the feeder cover on top of the machine.

■ Set-Up Sheet for Networking and Printing

Refer to this documentation to connect and set up the imageCLASS 2300 Network Model for networking and printing functions.

NOTE
Set-Up Sheet for Networking and Printing is only provided with the Network Model of this machine.

Book Manuals

The following book manuals are provided with the machine:

■ **Basic Guide (This Document)**
Explains the basic operations of the machine's major functions. Keep this manual handy for easy reference.

■ **Reference Guide**
Explains the machine operations common to all functions (i.e., entering characters). Also covers the machine settings, maintenance, and troubleshooting.

■ **Copying Guide**
Covers the copying function of the machine in detail.

■ **Facsimile Guide**
Covers the fax function of the machine in detail.

■ **Sending Guide**
Explains how to set up the machine to send and receive Internet Fax (I-Fax).

NOTE
The *Sending Guide* is only provided with the Network Model of this machine.

PDF Manuals and Software (CD-ROMs)

The imageCLASS 2300 Network Model comes with two CD-ROMs: Driver Software CD-ROM and Network User Software CD-ROM.

■ Driver Software CD-ROM

The Driver Software CD-ROM contains the following manuals and software:

PCL Printer Guide
PCL Driver Guide
Fax Driver Guide with Cover Sheet Editor
Adobe Acrobat Reader
CD-ROM Menu
Printer Drivers
Fax Driver
Fonts

■ Network User Software CD-ROM

The Network User Software CD-ROM contains the following manuals and software:

Network Guide
Remote UI Guide
Adobe Acrobat Reader
Utility Software

NOTE

For details on the software listed above, refer to the PDF manuals and readme.txt files in each program folder on the CD-ROM.

Features of the imageCLASS 2300

Model Configurations

The imageCLASS 2300 comes in two configurations: the standard imageCLASS 2300 and the imageCLASS 2300 Network Model.

■ imageCLASS 2300

The standard imageCLASS 2300 lets you copy and fax documents placed on the machine. It can perform multiple jobs without waiting for the current job to be finished. For example, you can copy a document while the machine is sending a fax document scanned into the memory.

■ imageCLASS 2300 Network Model

In addition to what the standard imageCLASS 2300 offers, the Network Model also features:

Sending and receiving Internet Fax (I-Fax)
Printing directly from a computer and through a network
Setting and monitoring the network status of the machine from the Remote User Interface (Remote UI)

Setting Up Machine Functions

It is necessary to set up certain functions before using it on a network, as a printer, and with the Fax and I-Fax function.

To set up the functions, refer to the following instructions:

■ **Setting Up and Connecting to the Network**
See the *Network Guide*.

■ **Installing the Printer Driver**
See the *PCL Driver Guide*.

■ **Installing the Fax Driver**
See the *Fax Driver Guide with Cover Sheet Editor*.

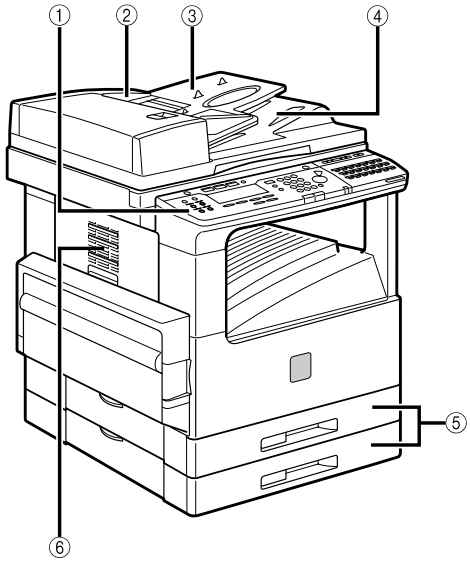
■ **Date and Time Settings**
See "Setting the Current Date and Time," on p. 5-5.

■ **System Manager Settings**
See Chapter 5, "System Manager Settings," in the *Reference Guide*.

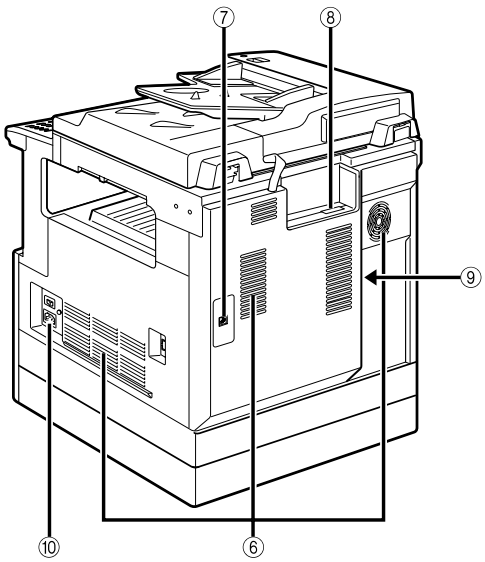
Parts and Their Functions

This section provides you with the names and functions of all the parts on the outside and inside of the main unit, and the control panel.

External View



Front View



Rear View

① Control Panel

Includes the keys, LCD display, and indicators required for operating the machine. (See "Control Panel Parts and Functions," on p. 1-9.)

② Feeder

You can place a stack of originals in the original supply tray, and they are automatically fed to the platen glass for copying.

③ Original Supply Tray

Originals can be automatically sent to the platen glass by placing them in the original supply tray.

④ Original Output Area

Originals scanned from the original supply tray are output to the original output area.

⑤ Paper Drawers

Each paper drawer holds up 250 sheets of paper (20 lb bond (80 g/m^2))

⑥ Ventilation Slot

Heat produced in the machine escapes from here.

⑦ Telephone Line Jack

Connect the telephone line to this jack for fax operations.

⑧ 10Base-T/100Base-TX Port

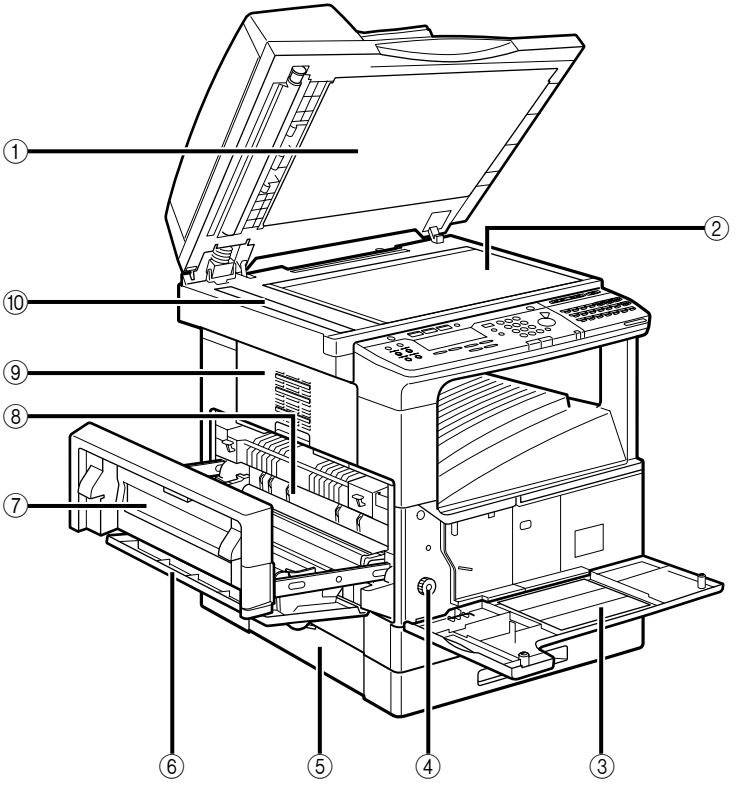
Connect the LAN cable to this port for network printing and I-Fax operations. Available in the Network Model only.

⑨ Printer Ports

Connect the printer cable (USB or parallel) to the matching port. Available in the Network Model only.

⑩ Main Power Switch

Internal View



① Underside of the Feeder

This holds originals in place on the platen glass.

② Platen Glass

Place originals here when scanning books, thick originals, thin originals, etc.

③ Front Cover

You can open this cover to clear paper jams and replace the toner cartridge.

④ Paper Feeding Dial

Turn this dial counterclockwise to remove jammed paper.

⑤ Lower Left Cover

⑥ Stack Bypass

Feeds transparencies and nonstandard or alternate paper stock.

⑦ Left Cover

Open this cover to remove jammed paper and to replace the toner cartridge.

⑧ Toner Cartridge

Pull out the handle of this cartridge when replacing the toner.

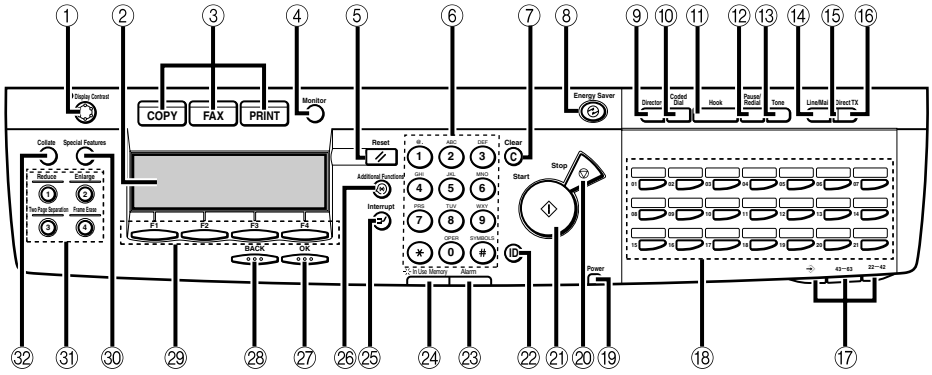
⑨ Upper Left Cover

Open this cover to remove jammed paper.

⑩ Scanning Area

Originals placed in the feeder are scanned here.

One-Touch Speed Dialing Panels Closed



① Display Contrast dial

Rotate to adjust the contrast of the LCD display.

② LCD display

Displays messages and prompts during operation. Displays selections, text, numbers, and names when registering information.

③ COPY, FAX, PRINT keys

Press to switch the machine to the Copy, Fax or Printer functions. The PRINT key only functions in the Network Model.

④ Monitor key

Press to check the transaction or copying status.

⑤ Reset key

Press to return to the Basic Features screen, or to stop scanning or sending documents.

⑥ Numeric keys

Press to enter the numbers or letters.

⑦ Clear key

Press to delete the numbers or letters entered.

⑧ Energy Saver key

Press to enter or cancel the Energy Saver mode. When the machine is in the Energy Saver mode, only the Energy Saver indicator and the main power indicator light and the other keys and indicators are turned OFF.

⑨ Directory key

Press to search for fax/telephone numbers by the name under which they are registered for speed dialing and then use the number for dialing.

⑩ Coded Dial key

Press this key and a three-digit code to dial a fax/telephone number that you have registered for coded speed dialing.

⑪ Hook key

Press to activate or deactivate the telephone line.

⑫ Pause/Redial key

Press to redial the last number dialed when the display shows the Basic Features screen or to enter a pause between or after dialing or registering the telephone/fax numbers.

⑬ Tone key

Switches to tone dialing temporarily when your machine is connected to a pulse line.

⑭ Line/Mail key

Press to select the telephone line or send an I-fax. Only functions in the Network Model.

⑮ Direct TX indicator

Lights when Direct Sending is selected as the sending method.

⑯ Direct TX key

Press to use the Direct Sending method, which enables you to send a document ahead of other documents stored in memory.

⑰ One-touch speed dialing panels

The first panel displays keys 01 to 21. Open the first panel to access keys 22 to 42. Open the second panel to access keys 43 to 63. Open the third panel to access the Fax function keys.

⑱ One-touch speed dialing keys

Press to dial numbers registered under one-touch speed dialing keys or access the Fax functions when registered as program-one-touch keys.

⑲ Main Power indicator

Lights when the main power is turned ON.

⑳ Stop key

Press to return to the Basic Features screen, or to stop scanning, printing copies or sending a fax.

㉑ Start key

Press to start an operation.

㉒ ID key

Press in order to use the Department ID Management function.

㉓ Alarm lamp

Lights or blinks red when an error occurs. If the alarm lamp blinks, solve the problem by following the instructions on the LCD display. If the alarm lamp maintains a steady red light, contact your service representative.

㉔ In Use Memory lamp

A light that blinks red or maintains a steady green light when the machine is copying or there are documents stored in memory.

㉕ Interrupt key

Press to interrupt a continuous copy job when you need to make priority copies.

㉖ Additional Functions key

Press to enter the Additional Functions menu.

㉗ OK key

Press to set a mode or function.

㉘ BACK key

Press to go back to the previous screen when adjusting settings in a menu.

㉙ Function keys (F1 to F4)

Select options that appear on the LCD display.

㉚ Special Features key

Press to set special copying features, such as Two-Page Separation, Image Combination, Margin, and Frame Erase.

㉛ Copy shortcut keys (1 to 4)

Press to use registered special copying features. The default settings are as follows:

1: Reduce

2: Enlarge

3: Two-Page Separation

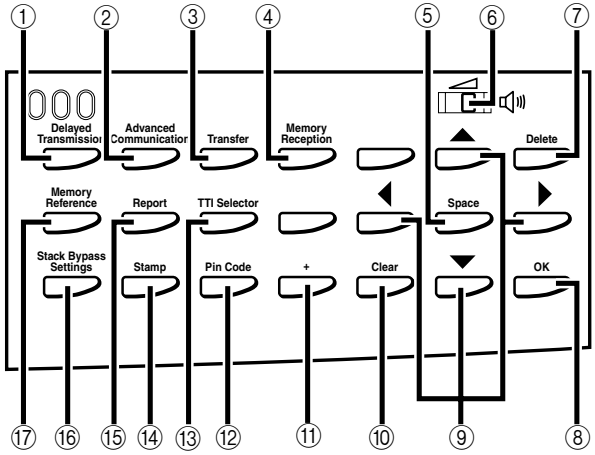
4: Frame Erase

You can change the Copy Shortcut keys settings in the Copy Settings menu from the Additional Functions menu.

㉜ Collate key

Press to turn ON/OFF the finishing functions, such as Collate or Rotate.

One-Touch Speed Dialing Panels Opened



① Delayed Transmission key

Press to set a time for delayed sending.

② Advanced Communication key

Press to set a document for advanced communications such as polling sending/receiving, confidential mailbox, relay broadcast, and subaddress/password transmission.

③ Transfer key

Press to use the transfer mode, or to cancel it.

④ Memory Reception key

Press to turn ON/OFF the memory reception function.

⑤ Space key

Enters a space between letters and numbers when registering information.

⑥ Speaker volume switch

Adjusts the speaker Volume in four levels.

⑦ Delete key

During a step when you are registering a name, press this key to delete the character you entered last.

⑧ OK key

Press to set a mode or function.

⑨ ◀, ▶, ▲, ▼ Cursor keys

Press to scroll through options and selections in the menus on the display during data registration, or to move the cursor left or right during data registration.

⑩ Clear key

Clears an entire entry during information registration.

⑪ + key

Press this key to enter a plus sign in a fax number.

⑫ Pin Code key

Displays the PIN code message so you can enter a PIN code when dialing through a PBX (Public Branch Exchange).

⑬ TTI Selector key

Enters a registered sender's name which is printed at the top of the document you are sending.

⑭ Stamp key

Switches the machine in and out of the Stamp mode.

⑮ Report key

Prints reports about information registered in the machine.

⑯ Stack Bypass Settings key

Press to set the paper size for the stack bypass.

⑰ Memory Reference key

Performs operations with documents currently stored in memory, including printing a list of documents, printing documents, sending documents to another destination, or deleting documents.

Documents

2
CHAPTER

This chapter describes how to place original documents, and the types of documents you can load on the machine.

Placing Originals (For Copying, Faxing, Scanning) 2-2
- Orientation 2-3
- Platen Glass 2-4
- Feeder 2-6

Placing Originals (For Copying, Faxing, Scanning)

You can place originals on the platen glass or in the feeder, depending on the size and type of paper that you are using, and the settings that you have specified.

■ **Platen Glass**

Place originals on the platen glass when scanning bound originals (such as books and magazines), originals on heavy or lightweight paper, and transparencies.

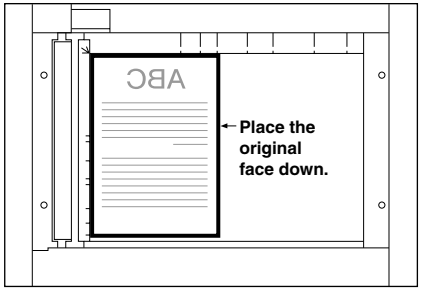
■ **Feeder**

Place a stack of originals in the feeder → press [Start]. The machine automatically scans them into memory.

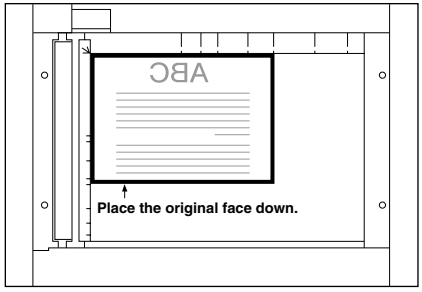
Orientation

You can place an original either vertically or horizontally. Always align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner), or with the back edge of the feeder.

Platen Glass

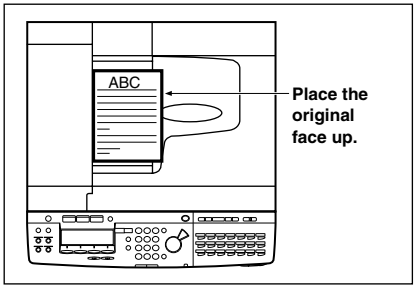


Vertical Placement

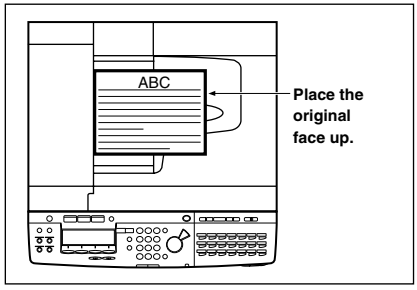


Horizontal Placement

Feeder



Vertical Placement



Horizontal Placement

NOTE

If the top edge of the original is not aligned with the back edge of the platen glass (by the arrow in the top left corner), prints may not be made correctly, depending on the mode you have set.

LTR originals can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than for vertically placed originals. You can place originals horizontally when scanning with a Preset Zoom, such as when enlarging LTR ▭ to 11" x 17" ▭.

Horizontally placed LTR originals are referred to as LTR ▭.

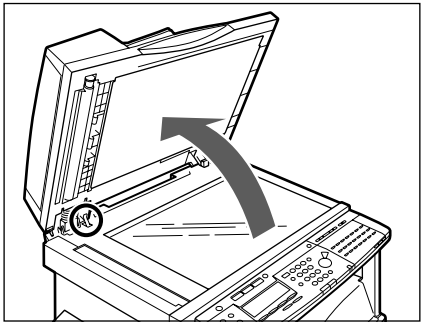
11" x 17" and LGL originals must be placed horizontally.

To get the same output result when you are using the feeder as when the original is placed on the platen glass, place the original upside-down and face up in the feeder.

Platen Glass

You should use the platen glass when scanning bound originals (such as books and magazines), originals on heavy or lightweight paper, and transparencies.

1 Lift up the feeder.

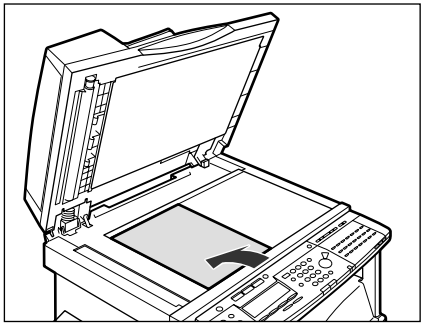


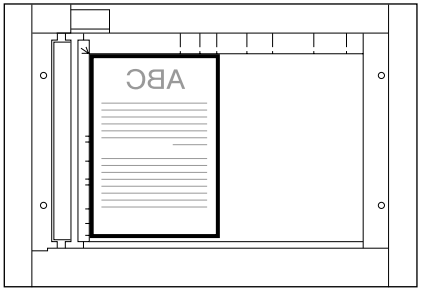
IMPORTANT

This machine is equipped with an open/close sensor on the underside of the feeder (see circled area in the above illustration). When placing originals on the platen glass, lift the feeder about 11 7/8" (30 cm) so that the sensor detaches from the underside of the feeder. If the sensor does not detach from the underside of the feeder, the size of originals may not be detected correctly.

2 Place your original face down.

The surface that you want to scan into memory must be placed face down. Align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).

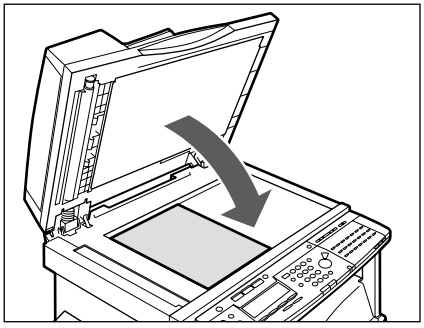




Place books and other bound originals on the platen glass in the same way.

If you are enlarging an STMT or LTR original to 11" x 17" or LGL paper, place the original horizontally on the platen glass, and align it with the STMT ▭ or LTR ▭ marks.

3 Gently lower the feeder.



CAUTION

Close the feeder gently, to avoid catching your hand, as this may result in personal injury.

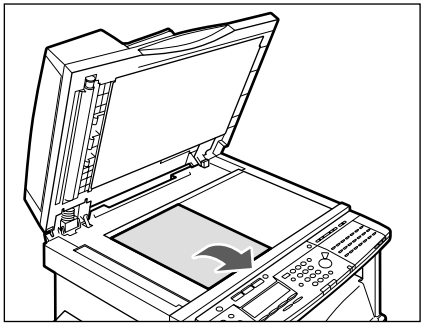
Do not press down hard on the feeder when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.

IMPORTANT

If you are placing originals on the platen glass, the size of the original is detected after the feeder has been lowered. Be sure to lower the feeder before copying. STMT originals and postcards cannot be detected. Follow the instructions on the display and specify the original size or select the paper size.

NOTE

Remove the original from the platen glass when scanning is complete.



Feeder

Place a stack of originals in the feeder, and press [Start]. The machine automatically scans them.

You can place the following originals in the original supply tray:

Item	Specifications
Weight	10 to 32 lb bond (37 to 128 g/m^2) Place very thin originals 10 to 14 lb bond (37 to 51 g/m^2), or very thick originals 28 to 32 lb bond (105 to 128 g/m^2) into the feeder one at a time.
Size	11" x 17" ▭, LGL ▭, LTR ▯, LTR ▭, or STMT ▯.
Tray Capacity	50 sheets (LTR or smaller) 25 sheets (LGL or larger)

IMPORTANT

Do not place the following types of originals in the feeder:
- Originals with tears or large binding holes
- Severely curled originals or originals with sharp folds
- Clipped or stapled originals
- Carbon backed paper or other originals that might not feed smoothly
- Transparencies and other highly transparent originals

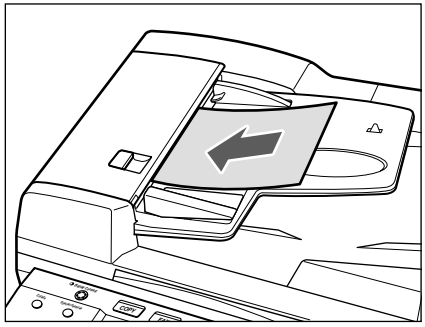
Avoid scanning the same original using the feeder more than approximately 30 times. Scanning the same original repeatedly may result in the original becoming folded or torn, which in turn could cause a paper jam.

If the feeder rollers are dirty from scanning an original written in pencil, perform the feeder cleaning procedure. (See Chapter 6, "Routine Maintenance," in the *Reference Guide*.)

1 Neatly place your originals face up in the original supply tray.

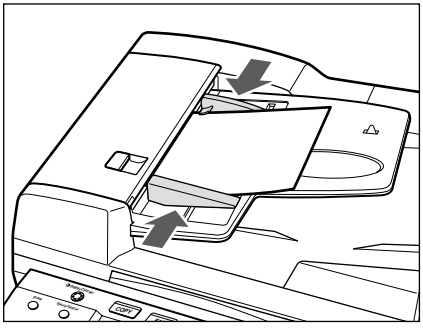
If you are enlarging LTR ▭ originals to 11" x 17" ▭ or LGL ▭ paper, place your originals horizontally.

Place your originals as far into the feeder as they will go.



A beep sounds when the originals are set correctly.

2 Adjust the slide guides to fit the size of your originals.

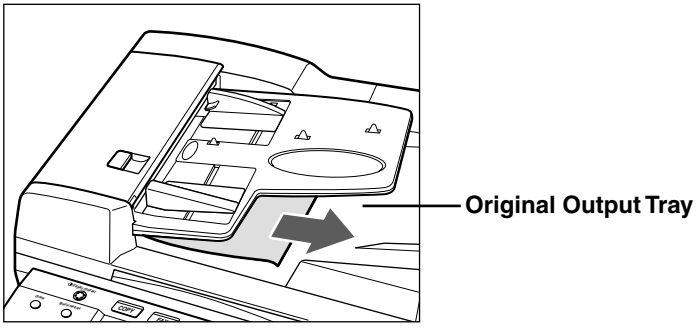


IMPORTANT

Do not add or remove originals while they are being scanned.

Do not place objects in the original output area. Blocking the paper delivery slot may damage the originals.

When scanning is complete, remove the originals from the original output tray to avoid paper jams.



NOTE

The scanned originals are output face down to the original output tray.

You can place different size originals (i.e., LTR ▯ and 11" x 17" ▭, STMT ▯ and LTR ▭) together in one group in the feeder when you set the Different Size Originals mode. (See Chapter 3, "Special Copying Features," in the *Copying Guide*.)

Print Media

3
CHAPTER

This chapter describes the types of paper you can use with the machine and how to load them.

Paper Type 3-2

Loading Paper 3-4

Adjusting the Paper Drawer Guides. 3-8

Paper Type

Paper types which can be used with this machine are shown in the following table.

Paper Type	Location	
	Paper Drawer	Stack Bypass
Plain *1	✓	✓
Heavy *2	✓	✓
Recycled *1	✓	✓
Transparency	-	✓
Labels *3	-	✓
Envelope	-	✓

*1 16 to 24 lb bond (60 to 90 g/m^2)

*2 24 to 32 lb bond (90 to 128 g/m^2)

*3 Only one sheet at the same time.

✓: Available

- : Unavailable

Paper Size		Length x Width	Location	
			Paper Drawer 1 and 2	Stack Bypass
11" x 17" ▭		11" x 17" (279 mm x 432 mm)	✓	✓
LGL ▭		8 1/2" x 14" (216 mm x 356 mm)	✓	✓
LTR ▯		11" x 8 1/2" (279 mm x 216 mm)	✓	✓
LTR ▭		8 1/2" x 11" (216 mm x 279 mm)	✓	✓
STMT ▯		8 1/2" x 5 1/2" (216 mm x 140 mm)	✓	✓
STMT ▭		5 1/2" x 8 1/2" (140 mm x 216 mm)	-	✓
Envelope	COM10	4 1/8" x 9 1/2" (104.7 mm x 241.3 mm)	-	✓
	DL	4 1/4" x 8 5/8" (110 mm x 220 mm)	-	✓
	Monarch	3 7/8" x 7 1/2" (98.4 mm x 190.5 mm)	-	✓
Free Size		4" x 5 3/4" to 11 5/8" x 17" (100 mm x 148 mm to 297 mm x 432 mm)	-	✓

✓ : Available

- : Unavailable

IMPORTANT

It is recommended not to use the back side of preprinted paper. It may cause a paper jam.

NOTE

For instructions on how to load paper, see the following pages:

- Paper drawer: "Loading Paper," on p. 3-4.
- Stack bypass: Chapter 2, "Basic Operations," in the *Reference Guide*.

Loading Paper

This section describes how to load paper into the paper drawers.

CAUTION

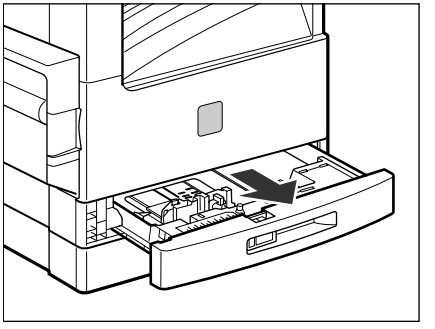
When loading paper, take care not to cut your hands on the edges of the paper.

NOTE

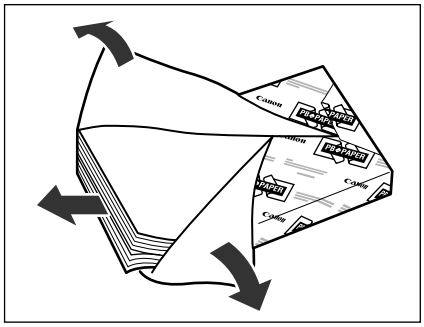
The following paper sizes can be loaded into the paper drawers: 11" x 17" ▭, LGL ▭, LTR ▯, LTR ▭, and STMT ▯.

For details of available paper stock which can be loaded into the paper drawers, see "Paper Type," on p. 3-2.

1 Grip the handle of the paper drawer, and pull out the paper drawer until it stops.



2 Open a paper package, and remove the paper stack.



IMPORTANT

Rewrap any remaining paper in its original package, and store it in a dry place away from direct sunlight.

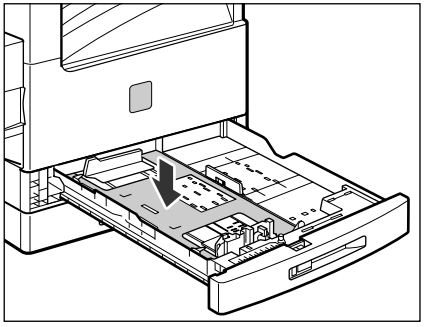
Do not load the following types of paper in the paper drawer. Doing so may cause a paper jam.

- Severely curled or wrinkled paper
- Heavyweight paper
- Transparencies
- Paper on which color images have been copied (do not copy on the reverse side either)
- Paper which has been printed on using a thermal transfer printer (do not copy on the reverse side either)
- Back side of printed paper

NOTE

For high-quality print output, use paper recommended by Canon.

3 Push down the metal plate until it locks in place.

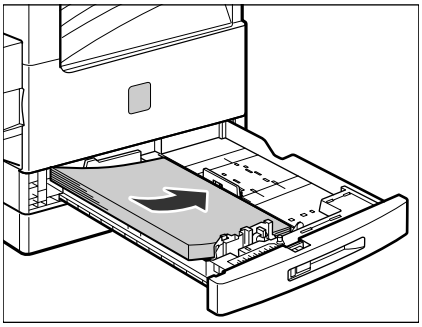


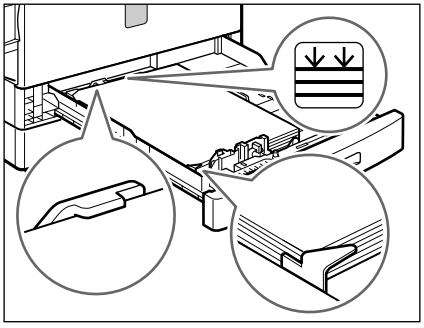
4 Load the paper into the paper drawer.

Even out the edges of the paper stack. Load the paper stack against the right wall of the paper drawer.

When loading paper in the paper drawer for the first time, set the size plate to match the paper size being loaded.

When loading paper in the paper drawer, make sure that the paper size setting of the paper drawer matches the size of the paper.





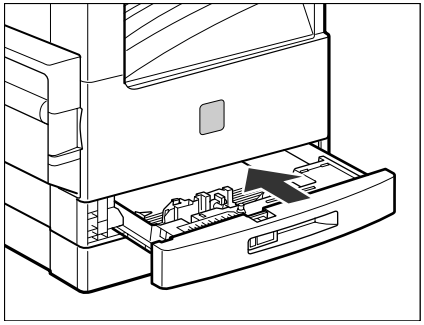
IMPORTANT

Paper which has been rolled or curled must be straightened out prior to use.
Make sure that the height of the paper stack does not exceed the limit mark ⇊.
Make sure that the corners of the stack are held under the guiding tabs.

NOTE

Each paper drawer holds about 250 sheets of paper (20 lb bond (80 g/m^2)).
If there are instructions on the paper package about which side of the paper to load, follow those instructions. When the paper is loaded into the paper drawer, the side facing down is the one printed on.
If problems, such as poor print quality or paper jams occur, try turning the paper stack over and reload it.
For details of the print direction of paper already printed with logos or patterns, see Chapter 1, "Introduction to Copying," in the *Copying Guide*.

5 **Gently push the paper drawer back into the machine until it clicks into place in the closed position.**



CAUTION

When returning the paper drawer to its closed position, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

Never place paper or any other items in the open part of the paper drawer next to the paper stack. Doing so may cause paper jams.

Adjusting the Paper Drawer Guides

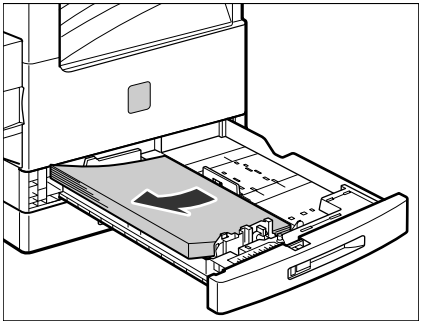
If you want to load a new paper size in a paper drawer, follow the procedure described below to adjust the paper drawer guides.

NOTE

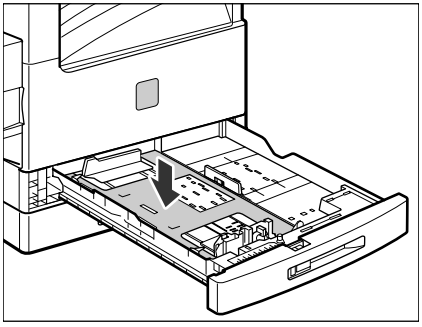
The following paper sizes can be loaded into the paper drawers: 11" x 17" ▭, LGL ▭, LTR ▯, LTR ▭, and STMT ▯.

Please contact your service representative about the settings for U1, U2, and U3 paper.

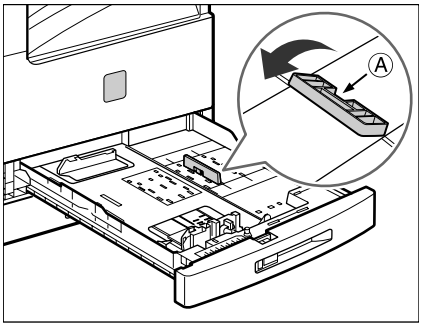
1 Pull out the paper drawer, and remove all the loaded paper.



2 Push down the metal plate until it locks in place.



3 **Detach the paper end guide by pushing it to the left and pulling up, and attach it again aligning it with the mark for the desired paper size.**

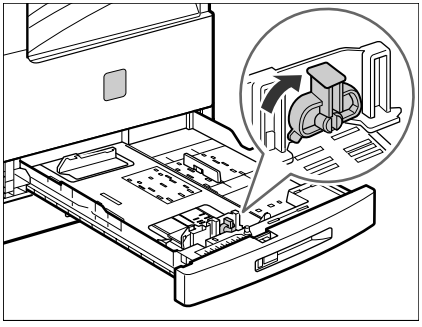


NOTE

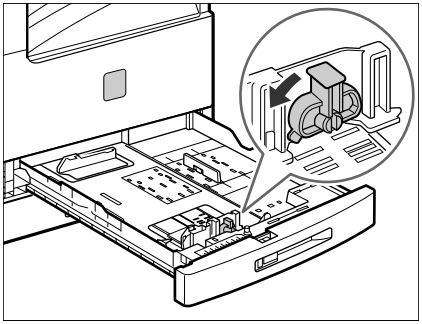
Attach the end guide while pressing down the point indicated with "A".

If you are setting for 11" x 17" paper, attach the end guide to the 11" x 17" indicator on the right rear side of the paper drawer.

4 **Lift the lock lever vertically, and slide the side guide to align it with the mark for the size of the paper you are loading.**



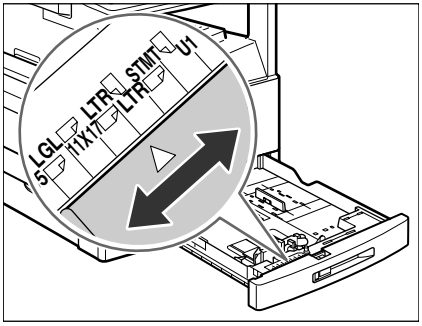
5 Lower the lock lever to the left to lock the side guide.



IMPORTANT

Be sure to set the lock lever correctly. If the lock lever is set to the wrong position, paper jams or dirty prints may occur, or the inside of the machine may get dirty.

6 Set the paper size detector lever, located on the left side of the paper drawer, to match the size of the paper being loaded.

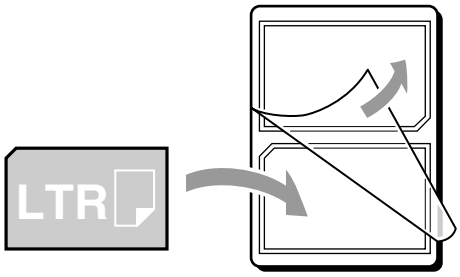


IMPORTANT

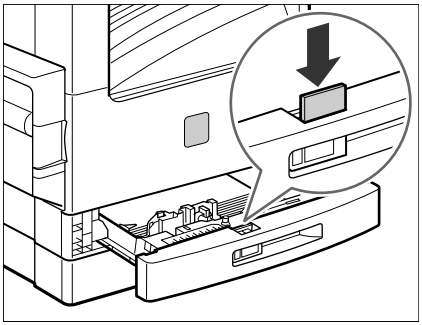
Be sure to set the paper size detector lever correctly. If the lever is set to the wrong position, paper jams or dirty prints may occur, or the inside of the machine may get dirty.

7 Attach the appropriate paper size label onto the paper size plate.

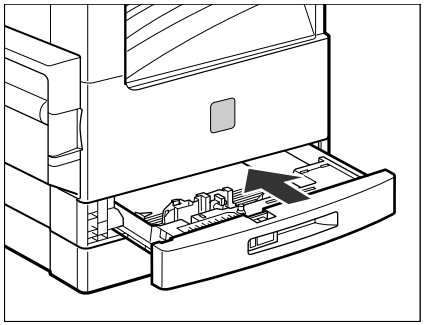
Remove the protecting plastic sheet and attach the label for the paper size you are loading.



8 Change the paper size plate, so that it matches the new paper size being loaded.



9 Gently push the paper drawer back into the machine until it clicks into place in the closed position.



CAUTION

When returning the paper drawer to its closed position, be careful not to get your fingers caught, as this may result in personal injury.

Copying - Basic Operations

4
CHAPTER

This chapter describes the overview and flow of copying operations.

Overview of Copying Operations 4-2
Copy Operations 4-4
More Information 4-9

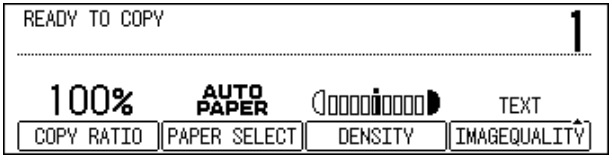
Overview of Copying Operations

Copying operations of this machine are done from the control panel with the Copy Basic Features screen, Special Features screen, and Additional Functions menu. Press the appropriate keys on the control panel in accordance with the selections on the LCD display.

This section provides an overview of the copying functions of this machine.

■ Copy Basic Features Screen

The screen below appears when the machine is ready to make copies (Copy Basic Features screen). You can set the following basic copy features from this screen:



Select the paper size automatically, or specify the paper size manually for a copy job. (See Chapter 2, "Basic Copying Features," in the *Copying Guide*.)

Adjust the copy exposure and image quality automatically or manually. (See Chapter 2, "Basic Copying Features," in the *Copying Guide*.)

Adjust the copy ratio automatically or manually. (See Chapter 2, "Basic Copying Features," in the *Copying Guide*.)

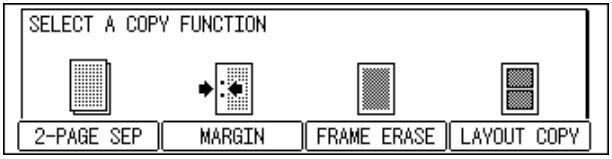
Collate the copies in page order. (See Chapter 2, "Basic Copying Features," in the *Copying Guide*.)

Scan another original while the machine is printing a previous job. (See Chapter 1, "Introduction to Copying," in the *Copying Guide*.)

Interrupt a reserved or current job in order to make higher priority copies. (See Chapter 1, "Introduction to Copying," in the *Copying Guide*.)

■ Special Features Screen

The screen below appears when you press [Special Features] on the control panel (Special Features screen). You can set the following copy modes from this screen:



[Two-Page Separation]: This mode enables you to copy facing pages of an opened book onto separate copy sheets. (See Chapter 3, "Special Copying Features," in the *Copying Guide*.)

[Margin]: Select to create margins along the sides of a copy sheet. (See Chapter 3, "Special Copying Features," in the *Copying Guide*.)

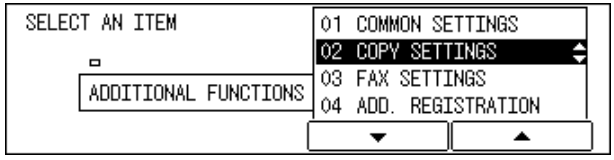
[Frame Erase]: Eliminates dark border areas and lines that appear around original images or shadows from punched holes. (See Chapter 3, "Special Copying Features," in the *Copying Guide*.)

[Image Combination]: Automatically reduce two or four originals to fit onto a single copy sheet. (See Chapter 3, "Special Copying Features," in the *Copying Guide*.)

[Different Size Originals]: Make copies by feeding different size originals together in one group, by placing them in the feeder. (See Chapter 3, "Special Copying Features," in the *Copying Guide*.)

■ Additional Functions Menu

The screen below appears when you press [Additional Functions] (Additional Functions menu). You can customize the following settings from this menu:



Store settings, such as image quality and copy ratio as the Standard Settings. (See Chapter 4, "Customizing Settings," in the *Copying Guide*.)

Make copies of original images reproduced with a sharper or softer contrast. (See Chapter 4, "Customizing Settings," in the *Copying Guide*.)

Assign the most frequently used copy functions to Shortcut keys. (See Chapter 4, "Customizing Settings," in the *Copying Guide*.)

Copy Operations

This section describes the flow of basic copy operations. Understanding the flow of copy operations is useful to learn the machine's basic features, and how to find more information in the *Copying Guide*.

NOTE

For the following items:

- Main power and the Energy Saver mode, see Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.
- Routine maintenance, see Chapter 6, "Routine Maintenance," in the *Reference Guide*.

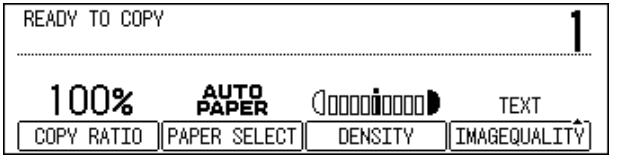
If the platen glass is dirty, the output quality may deteriorate. Always keep the platen glass clean. (See Chapter 6, "Routine Maintenance," in the *Reference Guide*.)

Do not touch the platen glass cover while copying. Moving the cover can distort the image being copied.

If large amounts of documents are stored in memory, you may not be able to make a copy. If the message <MEMORY FULL> appears on the LCD display while making a copy, print the received documents that are stored in memory, or wait until the current document transmission completes, and try copying again.

COPY

1 Press [COPY] to display the Copy Basic Features screen.

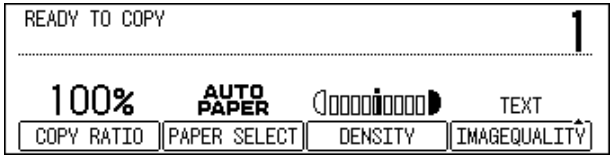


- **If the message <ENTER DEPARTMENT ID AND PASSWORD> appears:**

  ❑ Enter the Department ID and password → press [ID].

ID

The Copy Basic Features screen appears.



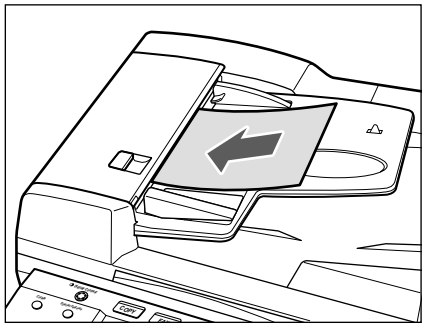
NOTE

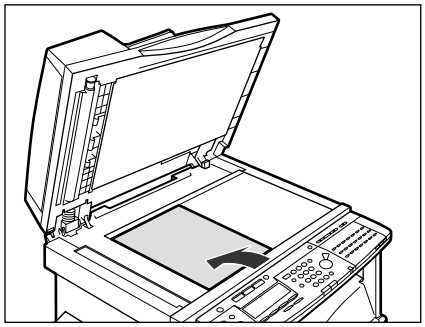
For instructions on using Department ID Management, see Chapter 5, "System Manager Settings," in the *Reference Guide*.

2 Place your original.

You can place your original both vertically and horizontally in the feeder or on the platen glass.

For instructions on placing your original, see "Placing Originals," on p. 2-2.





NOTE

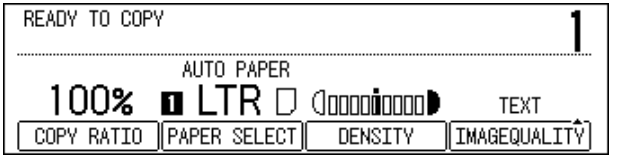
LTR originals can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than for vertically placed originals. You can place originals horizontally when scanning with a Preset Zoom, such as when enlarging LTR ▭ to 11" x 17" ▭.

Horizontally placed LTR originals are referred to as LTR ▭.

11" x 17" and LGL originals must be placed horizontally.

If AUTO SORT is set to '1 ON' from the Additional Functions menu, the Collate mode is automatically set when the original is placed in the feeder. (See Chapter 4, "Customizing Settings," in the *Copying Guide*.)

3 Set the desired copy mode on the Copy Basic Features screen.

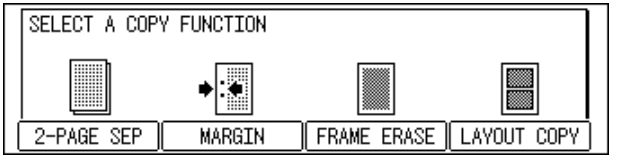


NOTE

On the Copy Basic Features screen, you can select the copy ratio, paper size, and copy exposure and image quality settings.

4 Set the desired copy modes on the Special Features screen.

❑ Press [Special Features].



❑ Press the function keys under the modes that appear on the LCD display, and which correspond to the copy modes you want to set.

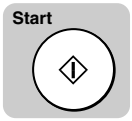
NOTE

On the Special Features screen, you can select the following copy modes: Two-Page Separation, Margin, Frame Erase, and Image Combination.

For instructions on setting each copy mode from the Special Features screen, see Chapter 3, "Special Copying Features," in the *Copying Guide.*

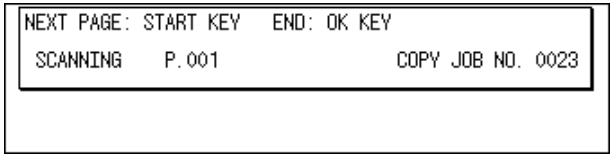
5 Enter the copy quantity.

For instructions on setting the number of copies, see Chapter 2, "Basic Copying Features," in the *Copying Guide*.



6 Press [Start].

If the following screen is displayed, follow the instructions that appear on the LCD display → press (Start) once for each original. When scanning is complete, press (OK).



Copying starts.

IMPORTANT

While copying, you cannot change copy mode settings, such as the copy quantity, paper size, and copy ratio.

NOTE

If there is a current job, the machine scans the original, and waits to print it. Printing starts when the current job is complete.

7 If you want to stop, interrupt, or copy another original during a copy job, follow the instruction below.

● If you want to stop a copy job while scanning:

❑ Press [Stop].

The display for selecting whether to cancel copying or not appears.

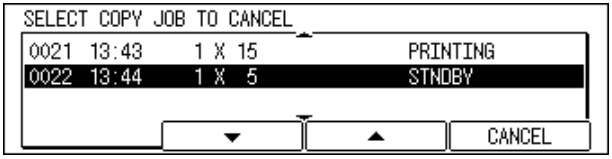
❑ Press [F3] (YES).

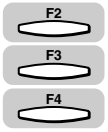
Scanning is canceled.

● **If you want to cancel a copy job in the standby mode:**

❑ Press [Stop].

The display for selecting a copy job to cancel appears.





❑ Press [F2] (▼) or [F3] (▲) to select the copy job you want to cancel → press [F4] (CANCEL).

The selected job is canceled.

NOTE

After pressing (Stop), several copies may continue to print out.

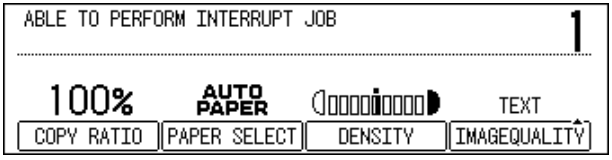
You can also cancel a copy job from the System Monitor screen. (See Chapter 1, "Introduction to Copying," in the *Copying Guide*.)

● **If you want to interrupt a copy job:**

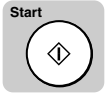
❑ To interrupt a copy job when you need to make priority copies, press [Interrupt].

For instructions on interrupting a copy job, see Chapter 1, "Introduction to Copying," in the *Copying Guide*.

The message <ABLE TO PERFORM INTERRUPT JOB> appears on the LCD display.



● **If you want to reserve a copy job and scan an original while the machine is printing:**



❑ Place your original → press [Start].

For instructions on reserving a copy job, see Chapter 1, "Introduction to Copying," in the *Copying Guide*.

8 When scanning is complete, remove your original.

9 If you have set Department ID Management, press [ID].

For instructions on using Department ID Management, see Chapter 5, "System Manager Settings," in the *Reference Guide*.

More Information

For detailed information on all copying functions, see the *Copying Guide.*

Faxing - Basic Operations

5
CHAPTER

This chapter describes the overview of the fax functions, how to set up the machine, and the flow of fax operations.

Overview of Fax Operations 5-2

Setting Up the Machine for Fax Operation 5-4

- Connecting the Telephone Line 5-4
- Setting the Current Date and Time 5-5

Registering the Required Sender Information 5-7

- Registering The Machine's Fax Number 5-8
- Registering the Unit's Name 5-10
- Registering the Sender Information (TX Terminal ID) 5-12

Fax Sending Operations 5-15

- More Information 5-18

Overview of Fax Operations

This section provides an overview of the fax functions of this machine.

■ Various Fax Features

When sending, you can set the document resolution, image quality and contrast suitable to the original. (See Chapter 3, "Basic Sending," in the *Facsimile Guide*.)

You can select from Book, Memory, or Direct Sending.
(See Chapter 3, "Basic Sending," in the *Facsimile Guide*.)

You can set the timer to automatically send a fax at a specified time. (See Chapter 4, "Additional Sending Features," in the *Facsimile Guide*.)

You can perform several jobs without waiting for the current job to be finished. For example, you can print a received document while sending a document stored in the memory.

■ Easy to Use

You can store up to 63 numbers for one-touch speed dialing, enabling you to send a fax by pressing a single key. You can also store 137 numbers for coded speed dialing, by designating a three-digit code for each of them. Multiple one-touch and coded speed dialing entries can be registered in a group. Additionally, you can quickly find a fax number by entering the destination's name you have registered. (See Chapter 2, "Speed Dialing," in the *Facsimile Guide*.)

You can register an access code from two to five digits to represent a fax number. (See Chapter 2, "Speed Dialing," in the *Facsimile Guide*.)

You can register a frequently used setting to a program one-touch key so you can automatically perform a routine procedure with the press of a single key. (See Chapter 10, "Special Fax Features," in the *Facsimile Guide*.)

■ Fax/Telephone Information Services

A range of fax/telephone information services, including business and tourism related services, can be easily accessed. (See Chapter 10, "Special Fax Features," in the *Facsimile Guide*.)

■ Efficient and Confidential Transactions

Memory Box features (confidential, relay, polling and transfer boxes) enable you to make efficient and confidential transactions. (See Chapter 6, "Memory Features," in the *Facsimile Guide*.)

By specifying the ITU-T subaddress and password, you can perform a highly confidential transaction. (See Chapter 4, "Additional Sending Features," in the *Facsimile Guide*.)

■ Monitoring Transactions and Checking Settings

You can check a list of documents being sent or waiting to be sent by simply pressing [Monitor]. (See Chapter 3, "Basic Sending," in the *Facsimile Guide*.)

You can print various kinds of reports. (See Chapter 11, "Printing Reports and Lists," in the *Facsimile Guide*.)

■ Fax Transmissions over Internet (Network Model Only)

If you have the Network Model, you can send and receive documents to/from an e-mail address. Sent documents are attached to the e-mail as image files. This enables the receiving party to view the contents of the documents on their computer monitor. (See the *Sending Guide*.)

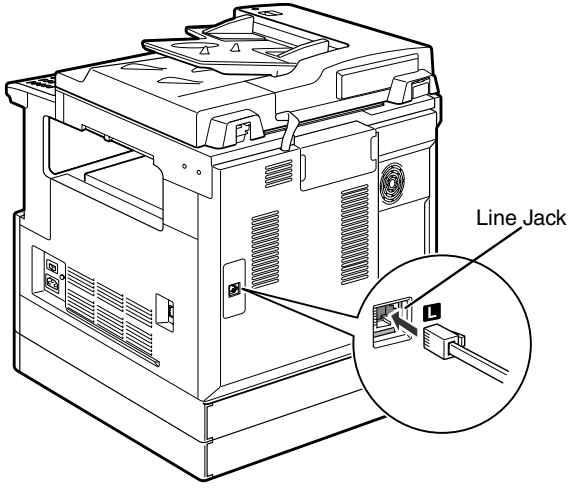
Setting Up the Machine for Fax Operations

After installation, you need to set up the machine to use the fax function. If the connection or registered information is not correct, the machine will not function properly.

Connecting the Telephone Line

Before turning the power ON, connect the telephone line to the machine.

1 Connect one end of the telephone line to the line jack marked L.



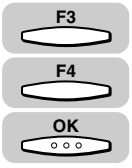
2 Connect the other end of the telephone line to your wall telephone jack.

Setting the Current Date and Time

You must set the current date and time. The date and time is printed on the top of every document you send. It is also used as required for functions that have timer settings.

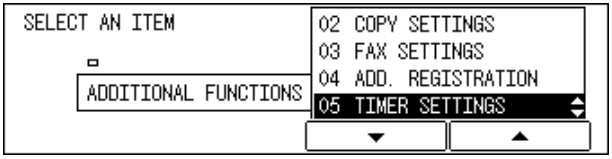
1 Press [Additional Functions].

The Additional Functions menu appears, and the indicator light blinks.

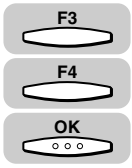


2 Press [F3] (▼) or [F4] (▲) to highlight <05 TIMER SETTINGS> → press [OK].

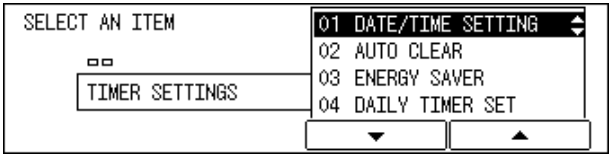
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



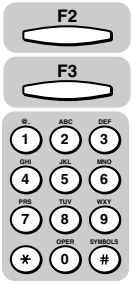
The TIMER SETTINGS menu appears.



3 Press [F3] (▼) or [F4] (▲) to highlight <01 DATE/TIME SETTING> → press [OK].



The DATE/TIME SETTING menu appears.



4 Press [F2] (◀) or [F3] (▶) to select the month, day, year, and time → enter the current date and time using the numeric keys.

Enter the date, and time in 24-hour notation, with four digits and no space.

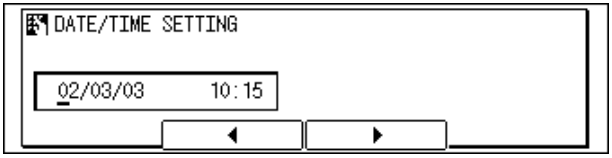
Enter two digits for the year.

Examples:

May 6 → 0506

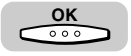
7:05 a.m. → 0705

11:18 p.m. → 2318



NOTE

If you make a mistake when entering values, press (C) (Clear) → enter the correct values.



5 Press [OK].

The date and time is set, and the TIMER SETTINGS menu returns.

6 Press [Reset] to return to the Basic Features screen.

Registering the Required Sender Information

According to recent amendments to the FCC (Federal Communications Commission) rules governing the use of facsimile equipment in the United States, the following sender information must be printed on every facsimile transmission.

Your fax number

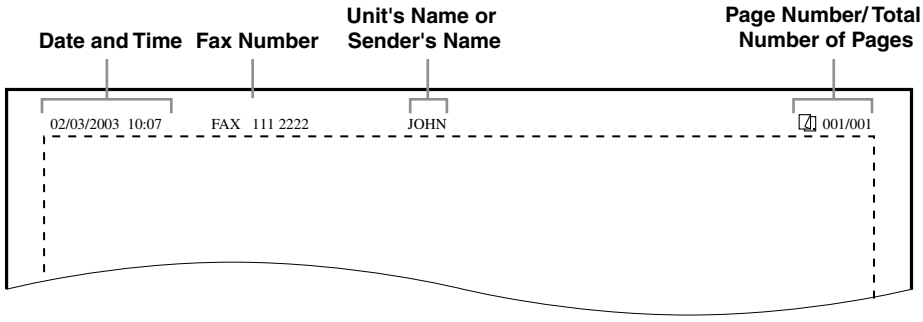
Your personal name or company's name

Date and time of transmission

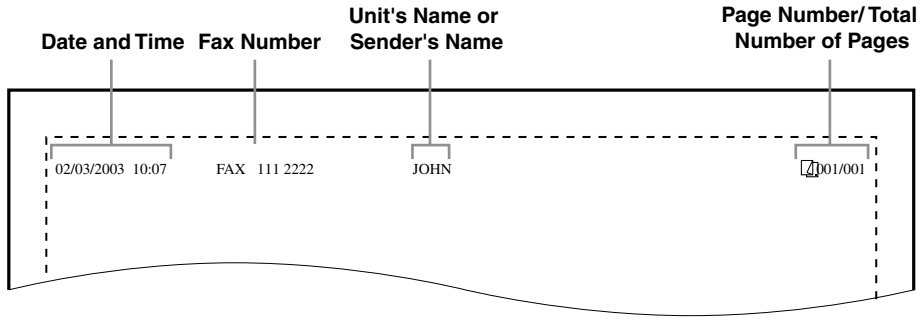
The sender information you register is printed as shown below.

After your fax is received, the other party knows immediately where it came from because your sender information is printed at the top of every page you send.

If the TX TERMINAL ID is set to 'OUTSIDE IMAGE':



If the TX TERMINAL ID is set to 'INSIDE IMAGE':



NOTE

If there are unregistered items, only the registered items and the page number are printed on the documents.

■ **Date and Time**
Date and time of the transmission.

■ **Fax Number**
Your fax number.

■ **Unit's Name or Sender's Name**
Select a unit's name or a sender's name by pressing [TTI Selector] before scanning a document for sending.

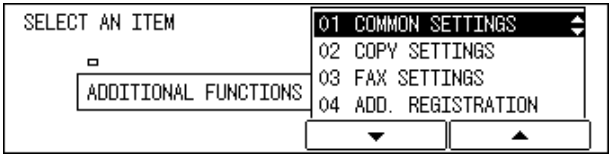
■ **Page Number/Total Number of Pages**
The page number of the document out of the total number of pages.

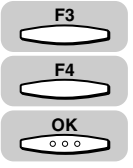
Registering the Machine's Fax Number

Follow the procedure below to register the number of your machine.

1 Press [Additional Functions].

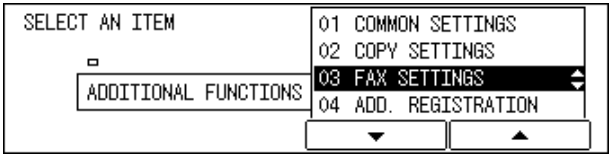
The ADDITIONAL FUNCTIONS menu appears.



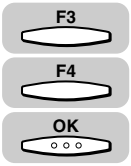


2 Press [F3] (▼) or [F4] (▲) to highlight <03 FAX SETTINGS> → press [OK].

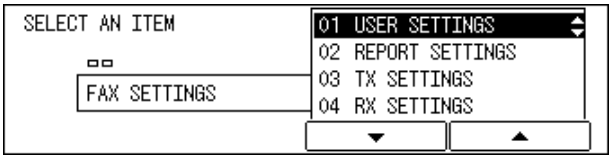
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



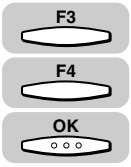
The FAX SETTINGS menu appears.



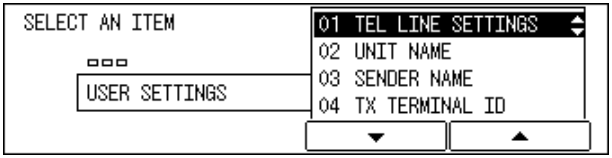
3 Press [F3] (▼) or [F4] (▲) to highlight <01 USER SETTINGS> → press [OK].



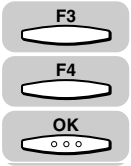
The USER SETTINGS menu appears.



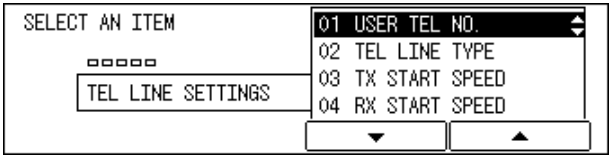
4 Press [F3] (▼) or [F4] (▲) to highlight <01 TEL LINE SETTINGS> → press [OK].



The TEL LINE SETTINGS menu appears.

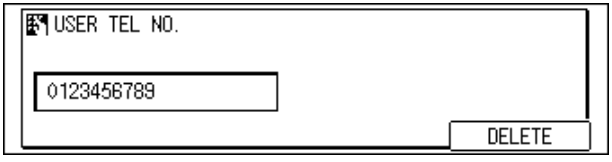


5 Press [F3] (▼) or [F4] (▲) to highlight <01 USER TEL NO.> → press [OK].



The display for entering your fax number appears.

6 Enter your fax number using the numeric keys → press [OK].



Your fax number is registered, and the TEL LINE SETTINGS menu returns.

NOTE

If you entered a wrong number, use the cursor keys to go back to the position you want to correct → press [Delete] → enter the correct number.

To delete the entire entry, press [Clear].

Reset

7 Press [Reset] to return to the Basic Features screen.

Registering the Unit's Name

Follow the procedure below to register the unit's name. The unit's name can be the name of the company or department, or a personal name.

The unit's name you register is printed as the TX Terminal ID on the document the other party receives.

NOTE

For details about entering letters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

Additional Functions

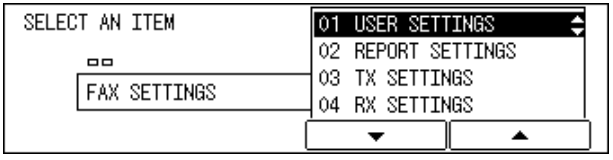
F3

F4

OK

1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <03 FAX SETTINGS> → press [OK].

The FAX SETTINGS menu appears.



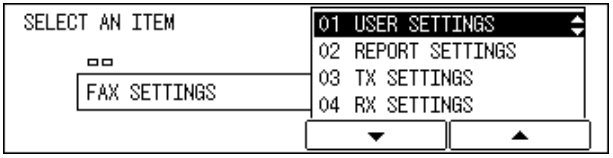
F3

F4

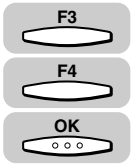
OK

2 Press [F3] (▼) or [F4] (▲) to highlight <01 USER SETTINGS> → press [OK].

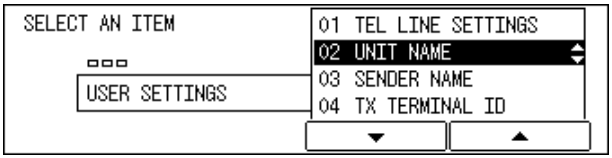
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The USER SETTINGS menu appears.

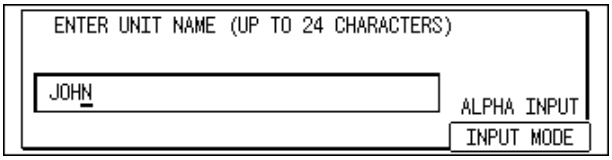


3 Press [F3] (▼) or [F4] (▲) to highlight <02 UNIT NAME> → press [OK].



The display for entering the unit's name appears.

4 Enter the unit's name using the numeric keys → press [OK].



The unit's name is registered, and the USER SETTINGS menu returns.

NOTE

The unit's name can be up to 24 characters long.

If you entered a wrong letter, use the cursor keys to go back to the position you want to correct → press [Delete] → enter the correct letter.

To delete the entire entry, press [Clear].

5 Press [Reset] to return to the Basic Features screen.

Registering the Sender Information (TX Terminal ID)

The TX Terminal ID tells the recipient the sender's name and fax number.

Follow the procedure below to select the position where the TX Terminal ID appears on the recording paper, and to select a Telephone Number Mark.

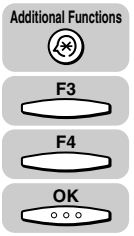
IMPORTANT

- In the United States, the TX Terminal ID must be printed on the top of every page the other party receives. Please see "Registering the Required Sender Information" on p. 5-7 for details on FCC rules governing the use of facsimile equipment in the United States.
- If you do not specify these settings, you cannot send a fax.

NOTE

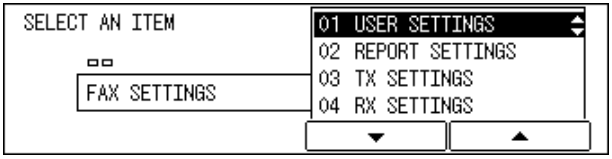
The default settings are as follows:

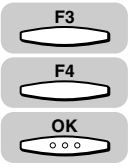
- TX Terminal ID position: '01 OUTSIDE IMAGE'
- Telephone Number Mark: '01 FAX'



1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <03 FAX SETTINGS> → press [OK].

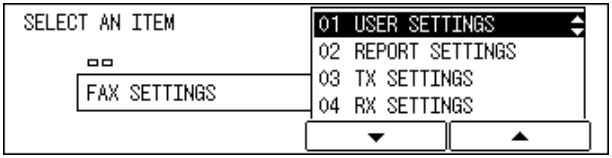
The FAX SETTINGS menu appears.



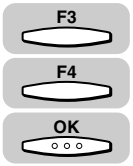


2 Press [F3] (▼) or [F4] (▲) to highlight <01 USER SETTINGS> → press [OK].

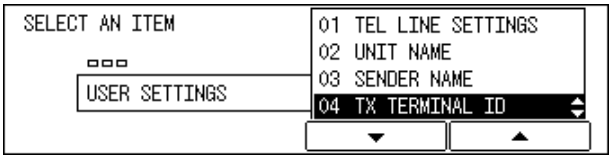
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



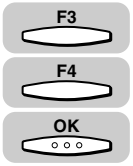
The USER SETTINGS menu appears.



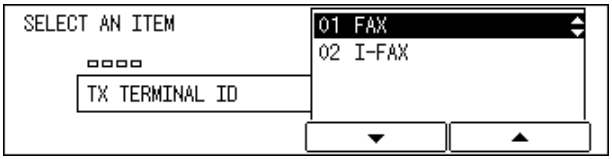
3 Press [F3] (▼) or [F4] (▲) to highlight <04 TX TERMINAL ID> → press [OK].



The TX TERMINAL ID menu appears.



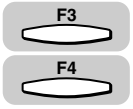
4 Press [F3] (▼) or [F4] (▲) to highlight the transmission type → press [OK].



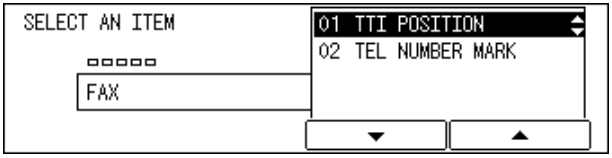
The transmission type settings menu appears.

NOTE

The I-Fax function is only available in the Network Model of this machine.



5 Press [F3] (▼) or [F4] (▲) to highlight <01 TTI POSITON> or <02 TEL NUMBER MARK>.

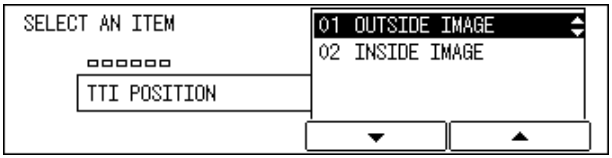


● **If you selected <01 TTI POSITION>:**

❑ Press [OK] → press [F3] (▼) or [F4] (▲) to highlight <01 OUTSIDE IMAGE> or <02 INSIDE IMAGE> → press [OK].

<01 OUTSIDE IMAGE>: This prints the TX Terminal ID outside the image area on the output fax.

<02 INSIDE IMAGE>: This prints the TX Terminal ID inside the image area on the output fax.



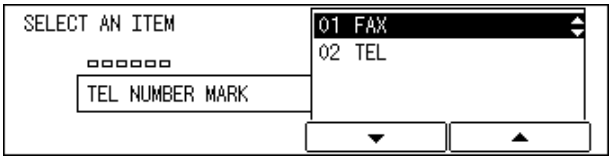
The TX TERMINAL ID menu returns.

● **If you selected <02 TEL NUMBER MARK>:**

❑ Press [OK] → press [F3] (▼) or [F4] (▲) to highlight <01 FAX> or <02 TEL> → press [OK].

<01 FAX>: This prints the letters <FAX> before the telephone number.

<02 TEL>: This prints the letters <TEL> before the telephone number.



The TX TERMINAL ID menu returns.

NOTE

If you selected <02 I-FAX> in step 4, the display for selecting the TTI POSITION appears. You also cannot select <TEL NUMBER MARK>.

6 Press [Reset] to return to the Basic Features screen.

Fax Sending Operations

This section describes the flow of basic fax sending operations.

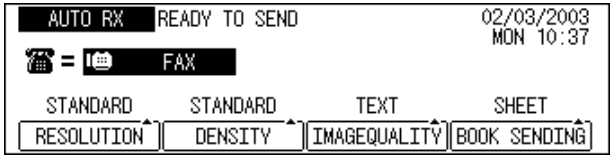
NOTE

For the following items:

- Main power and the Energy Saver mode, see Chapter 1, "Before You Start Using this Machine," in the *Reference Guide*.
- Routine maintenance, see Chapter 9, "Maintenance," in this manual, or Chapter 6, "Routine Maintenance," in the *Reference Guide*.

FAX

1 Press [FAX] to enter the Fax Basic Features screen.

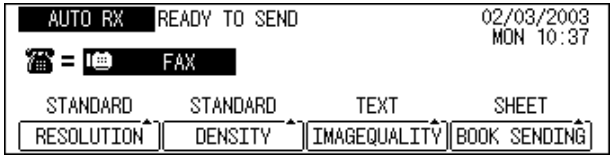


● **If the message <ENTER DEPARTMENT ID AND PASSWORD> appears:**

ID

❑ Enter the Department ID and password → press [ID].

The Fax Basic Features screen appears.



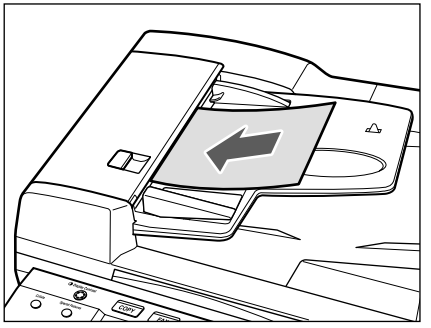
NOTE

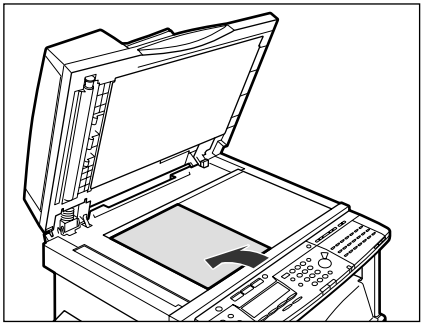
For instructions on using Department ID Management, see Chapter 5, "System Manager Settings," in the *Reference Guide*.

2 Place your documents on the machine.

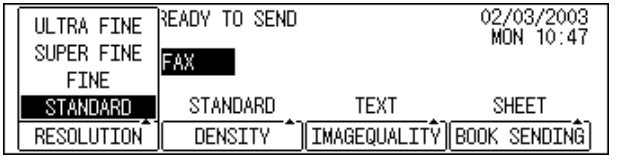
You can place your original either vertically or horizontally in the feeder or on the platen glass.

For instructions on placing your original, see "Placing Originals," on p. 2-2.





3 Select the desired fax settings on the Fax Basic Features screen.



NOTE

On the Fax Basic Features screen, you can adjust the scan settings, such as the Resolution, Density, and Image Quality. You can also select the sheet size for Book Sending.

To adjust the resolution, density, and image quality, see Chapter 3, "Basic Sending," in the *Facsimile Guide*.

4 Select the desired fax sending modes.

❑ Open all three one-touch speed dialing panels.

❑ Press a Fax function key → select their settings → press [OK].

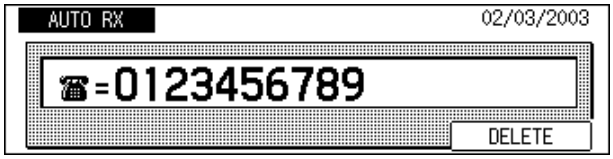
NOTE

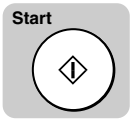
You can preset the fax functions to program one-touch keys. (See Chapter 10, "Special Fax Features," in the *Facsimile Guide*.

5 Specify the destination.

For instructions on how to specify a destination, see Chapter 2, "Speed Dialing," and Chapter 3, "Basic Sending," in the *Facsimile Guide*.

If you want to set other sending conditions, set them before you specify the destination. (See Chapter 4, "Additional Sending Features," in the *Facsimile Guide*.)





6 Press [Start].

Scanning starts.

IMPORTANT

The size of the original is detected automatically. However, if the output paper in the machine at the receiving end does not match the size of your scanned document, the machine reduces the size of your document, or separates it into several pages to match the paper size loaded in the recipient's fax machine. For details, see Chapter 5, "Receiving Documents," in the *Facsimile Guide*.

NOTE

If prior jobs are being processed, the machine returns to the Fax Basic Features screen, and your document will be sent once the jobs are complete.

The machine usually sends documents through memory transmission (sends an image after storing it in memory). You can also send documents one by one, by pressing (Direct TX). (See Chapter 3, "Basic Sending," in the *Facsimile Guide*.)

The machine has enough memory (16 MB) to store up to 100 pages* of sent and received documents (fewer if the document contains many graphics or particularly dense text). *Based on the use of ITU-T No.1 chart, using the standard settings.

If the memory becomes full while you are scanning a document for sending, the message <MEMORY FULL> appears on the LCD display. Press (OK) so that the paper remaining in the feeder can be put out. All the pages you were scanning will be cancelled.

The number of pages you can store into memory differs depending on the amount of free memory remaining in the machine and the type of document you are scanning.

Press [Monitor] to check the transmission result, or cancel sending the documents stored in memory. (See Chapter 3, "Basic Sending," in the *Facsimile Guide*.)

7 If you want to cancel sending the document, press [Stop].

8 **When scanning is complete, remove your document.**

9 **If you have set Department ID Management, press [ID].**

For instructions on using Department ID Management, see Chapter 5, "System Manager Settings," in the *Reference Guide*.

More Information

For detailed information on all fax functions, see the *Facsimile Guide*.

Printer/Fax Driver Software

6
CHAPTER

This chapter briefly describes the PCL printer driver and fax driver software.

Introduction 6-2

System Requirements 6-3

Installing the Software 6-4

More Infomation 6-4

Introduction

The Canon PCL5e and PCL6 printer drivers and fax driver give users of Microsoft Windows 95, Windows 98, Windows Millennium Edition, Windows NT Version 4.0, Windows 2000, or Windows XP (hereafter called Windows 95/98/Me/NT 4.0/2000/XP) operating systems the ability to make full use of the printer. The printer drivers enable you to print documents from any Windows application to your printer using Hewlett-Packard's PCL5e or PCL6 data format.

In Windows 95/98/Me/NT 4.0/2000/XP environments, you can use both printer drivers. The PCL6 printer driver is recommended for printing image data. The PCL5e printer driver is recommended for printing text data.

NOTE

The printer function is only available in the Network Model of this machine.

System Requirements

The printer and fax drivers for Windows 95/98/Me/NT 4.0/2000/XP can be used in the following system environments.

■ **Software**

Microsoft Windows 95, Microsoft Windows 98, Microsoft Windows Me, Microsoft Windows NT 4.0, Microsoft Windows 2000, or Microsoft Windows XP.

■ **Computer**

Any computer on which Microsoft Windows 95, Microsoft Windows 98, Microsoft Windows Me, Microsoft Windows NT 4.0, Microsoft Windows 2000, or Microsoft Windows XP runs properly.

Installing the Software

The *Set-Up Sheet* for *Networking and Printing* explains the standard installation procedures for the printer and fax drivers. For detailed information on different installation procedures, see the *PCL Driver Guide* and/or *Fax Driver Guide*.

More Infomation

For detailed information on all features of the printer driver and fax driver software, see the *PCL Driver Guide* and *Fax Driver Guide with Cover Sheet Editor*, respectively.

I-Fax - Basic Operations

7
CHAPTER

This chapter describes the overview of the I-Fax functions, setting up the machine, and sending and receiving I-Fax.

Overview of the I-Fax Functions 7-2

Setting Up the Machine for Using I-Fax 7-3

Sendig and Receiving I-Fax 7-4

- Sending I-Fax by One-Touch Speed Dialing, Coded Speed Dialing, or Access Code 7-4
- Manual I-Fax Sending 7-6
- Receiving I-Fax. 7-8
- More Information 7-9

Overview of the I-Fax Functions

I-Fax (Internet Facsimile) enables you to transmit and receive a scanned original document converted to TIFF (Tag Image File Format) image data or PDF (Portable Document Format) as an attachment of an e-mail, to/from any facsimile with I-Fax capability or any personal computer with e-mail through the Internet. I-Fax has two transmission modes: the Simple Mode and the E-Mail Mode.

■ Simple Mode

In the Simple Mode, a scanned original document is converted to TIFF (MH) image data. Size of the converted image data is limited to LTR, and its resolution is fixed to 200 x 200 dpi or 100 x 200 dpi, adhering to the common I-Fax standard. The image format, image size, and resolution are restricted in the Simple Mode.

To exchange image data with other facsimiles with I-Fax capability, select the <SIMPLE MODE> when specifying the transmission mode. (In case it is between imageCLASS 2300 with I-Fax, you can exchange image data, except for PDF in the 'E-Mail Mode'). You can also exchange image data with personal computers with e-mail.

■ E-Mail Mode

In the E-Mail Mode, a scanned original document is converted to PDF, TIFF (MMR (Modified Modified Read)), TIFF (MR (Modified Read)) or TIFF (MH (Modified Huffman)) image data. To select an image data format, see Chapter 4, "Checking Settings and Registering Destinations," in the *Sending Guide*.

If you select 'E-Mail Mode' as the transmission mode, you can exchange image data with personal computers with e-mail.

To specify a transmission mode, see Chapter 3, "Setting Up a Mail Account," and Chapter 4, "Checking Settings and Registering Destinations," in the *Sending Guide*. You can specify a transmission mode in two ways: by registering one-touch speed dialing/coded speed dialing, or specifying the mail user settings. The transmission mode specified by registering one-touch speed dialing/coded speed dialing has higher priority.

Furthermore, I-Fax enables you to:

Select POP3 or SMTP as a reception protocol.

Set the machine to check mail periodically.

Set the timer to transmit I-Fax, up to five times a day for time setting. Settings for the same day every week is also possible.

Upload image data to an FTP server.

NOTE

The I-Fax function is only available in the Network Model of this machine.

Setting Up the Machine for Using I-Fax

Before using I-Fax, it is necessary to specify the following settings from the machine's control panel.

1. Network Settings
2. Mail Transmission/Reception Settings
3. Registering mail addresses in one-touch speed dialing and coded speed dialing.

■ Network Settings

Specify the machine's parameters in the network. To transmit/receive data using I-Fax on the network, specify settings for the TCP/IP communication protocol. (See Chapter 2, "Setting the Network,"in the *Sending Guide*.)

■ Mail Transmission/Reception Settings

Specify settings of a subject, message text, signature, etc. for each registered mail address. Also, specify items related to e-mail transmission and reception. (See Chapter 3, "Setting Up a Mail Account," in the *Sending Guide*.) For values of the network settings, contact a network administrator.

■ Registering Mail Addresses in the One-Touch/Coded Speed Dialing

Register mail addresses, so that you can transmit mail with I-Fax by specifying the destinations with one-touch/coded speed dialing or access code. You can also register the transmission start time, transmission mode, etc., as well as the mail addresses in each one-touch or coded speed dial address. (See Chapter 4, "Checking Settings and Registering Destinations," in the *Sending Guide*.)

Sendig and Receiving I-Fax

This section describes how to transmit and receive mail with the I-Fax functions of the machine.

Sending I-Fax by One-Touch Speed Dialing, Coded Speed Dialing, or Access Code

This section describes the basic procedure to transmit mail by one-touch speed dialing, coded speed dialing, or access code.

For sequential broadcasting, specify mail addresses to register in a mailing list using one-touch speed dialing keys, coded speed dialing codes, or access codes. Mail will be sequentially transmitted to the mail addresses registered in the mailing list. You can also broadcast mail by specifying multiple mail addresses using one-touch speed dialing keys or coded speed dialing codes, instead of using a mailing list.

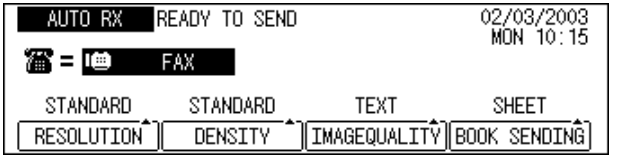
NOTE

If a transmission start time is set in one-touch speed dialing or coded speed dialing with the destination specified, the mail will be transmitted at that preset time. For details on setting a delayed transmission start time for one-touch speed dialing or coded speed dialing, see Chapter 4, "Checking Settings and Registering Destinations," in the *Sending Guide*.

FAX

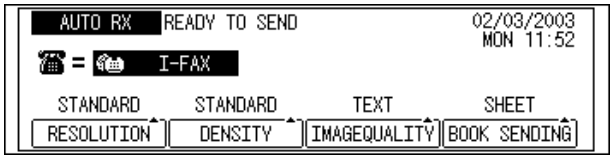
1 Press [FAX].

The fax indicator lights up, and the Fax Basic Features screen appears.



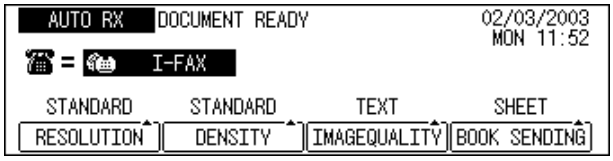
Line/Mail

2 Press [Line/Mail] to display <I-FAX>.



The machine is ready to transmit.

3 Place a document.



NOTE

For details on how to place a document, see Chapter 3, "Basic Sending," in the *Facsimile Guide*.

OK

4 Specify the transmitting conditions → press [OK].

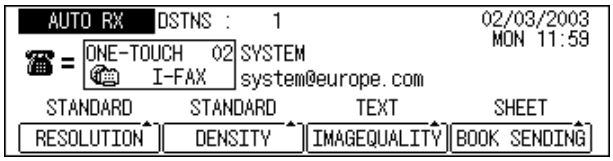
NOTE

To specify a sender name, open all three one-touch speed dialing panels, then press [TTI Selector] and select a sender name. When you do not specify a sender name, the mail will be sent under the name registered in '01'.

01 ~ 63

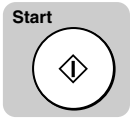
Coded Dial

5 Specify a destination by one-touch speed dialing, coded speed dialing, or access code.



NOTE

For details on how to specify a destination, see Chapter 2, "Speed Dialing," and Chapter 3, "Basic Sending," in the *Facsimile Guide*.



6 Press [Start].

The machine scans the document.

NOTE

To cancel transmitting, press (Stop) while scanning the document or while on standby for transmitting. You cannot cancel while transmitting, even if you press (Stop).

If the machine fails to transmit due to transmitting error, etc., it will retransmit for the number of times specified in RETRY of the MAIL USER SETTING menu. In this case, the retry interval will be as specified in RETRY INTERVAL of the MAIL USER SETTING menu. For specification details of Retry and Retry Interval, see Chapter 3, "Setting Up a Mail Account," in the *Sendig Guide*.

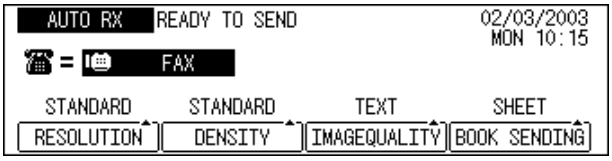
Manual I-Fax Sending

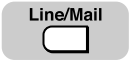
This section describes the basic procedure to transmit mail manually by using the numeric keys.

For sequential broadcasting, specify mail addresses to register in a mailing list using the numeric keys. Mail will be sequentially transmitted to the mail addresses registered in the mailing list. You can also broadcast mail by specifying multiple mail addresses using the numeric keys, instead of using a mailing list.

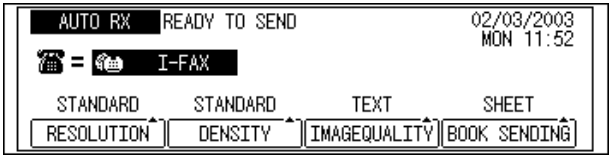
1 Press [FAX].

The fax indicator lights, and the Fax Basic Features screen appears.



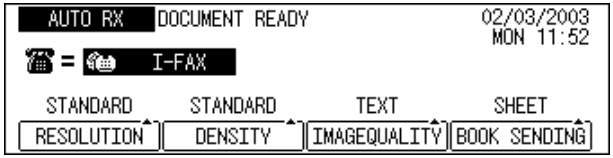


2 Press [Line/Mail] to display <I-FAX>.



The machine is ready to transmit.

3 Place a document.



NOTE

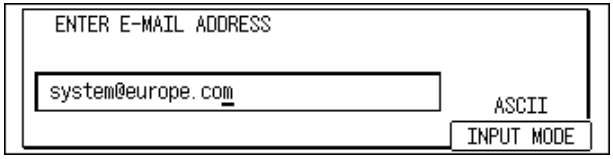
For details on how to place a document, see Chapter 3, "Basic Sending," in the *Facsimile Guide*.

4 Specify the transmitting conditions → press [OK].

NOTE

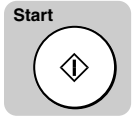
To specify a sender name, open all three one-touch speed dialing panels, then press [TTI Selector] and select a sender name. When you do not specify a sender name, the mail will be sent under the name registered in '01'.

5 Specify a destination using the numeric keys → press [OK].



NOTE

For details on how to specify a destination, see Chapter 2, "Speed Dialing," and Chapter 3, "Basic Sending," in the *Facsimile Guide*.



6 Press [Start].

The machine scans the document.

NOTE

To cancel transmitting, press (Stop) while scanning the document or while on standby for transmitting. You cannot cancel while transmitting, even if you press (Stop).

If the machine fails to transmit due to transmitting error, etc., it will retransmit for the number of times specified in RETRY of the MAIL USER SETTING menu. In this case, the retry interval will be as specified in RETRY INTERVAL of the MAIL USER SETTING menu. For specification details of Retry and Retry Interval, see Chapter 3, "Setting Up a Mail Account," in the *Sending Guide*.

Receiving I-Fax

If you set EMAIL RX PROTOCOL to SMTP on the MAIL USER SETTING menu, or set EMAIL RX PROTOCOL to POP3 and specify an interval in the CHECK INTERVAL menu, the machine will automatically receive mail. (See Chapter 3, "Setting Up a Mail Account," in the *Sending Guide*.)

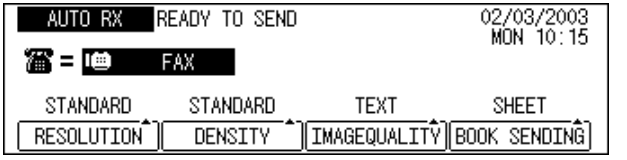
If you set EMAIL RX PROTOCOL to POP3 in the MAIL USER SETTING menu, you can also receive mail manually. (See Chapter 3, "Setting Up a Mail Account," in the *Sending Guide*.)

This section describes the procedure to manually receive mail.

FAX

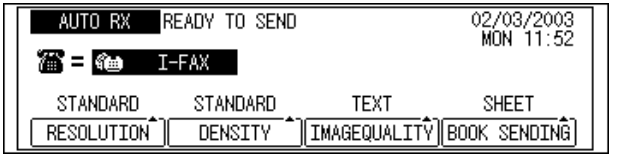
1 Press [FAX].

The fax indicator lights up, and the Fax Basic Features screen appears.



Line/Mail

2 Press [Line/Mail] to display <I-FAX>.

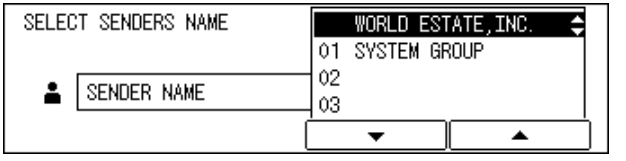


The machine is ready to receive mail.

TTI Selector

OK

3 Open all three one-touch speed dialing panels → press [TTI Selector] → highlight a sender name → press [OK].



NOTE

If you do not specify a sender name, the machine will receive mail transmitted to the mail address of the sender registered in '01'.

4 Press [Start].

The machine receives mail.

NOTE

To cancel receiving mail, press (Stop). When "CANCEL DURING TX/RX?" is displayed, press (OK).

If data size of the transmitted mail is larger than that specified at MAX. RX DATA SIZE of the MAIL USER SETTING menu, the machine will not receive that mail, and skips to the next mail. (See Chapter 3, "Setting Up a Mail Account," in the *Sending Guide*.)

More Information

For detailed information on all I-Fax functions, see the *Sending Guide*.

Printing - Basic Operations

8
CHAPTER

This chapter describes the features and basic operations of the printer.

Features of the Printer 8-2

Connecting to a Computer 8-4

- Connecting to a Network 8-4
- Connecting through a Parallel Interface 8-5
- Connecting through a USB Interface 8-5

Printing a Document 8-6

Canceling a Print Job 8-7

Features of the Printer

Your printer offers fast printing speed, superior print quality, sophisticated paper handling, and ecology and energy sensitive features. The printer also supports network printing. The printer function is only available in the Network Model of this machine.

■ Superior Print Quality

High resolution printing at 600 dpi (dots per inch) is further enhanced by Automatic Image Refinement to smooth jagged edges along with the use of super fine toner. Combined, these will ensure superior reproduction quality of text and graphics.

■ Software Compatibility

The printer supports Hewlett-Packard's PCL 5e and PCL6 printer languages, which enables the printer to work with a wide variety of software applications supporting PCL.

■ Memory Saving Technology

Memory Reduction Technology accomplishes 600 dpi printing with only 8 MB of memory for letter printing. Complex page data is compressed to optimize available resources.

■ Paper Handling

Each paper drawer holds 250 sheets of paper while the Stack Bypass holds about 100 sheets of standard paper. The Stack Bypass can hold a variety of media for automatic feeding and operate as a manual feed station.

■ Energy Saving

The on-demand fusing technology of the printer provides improved energy efficiency. Because of this power saving feature, the printer meets the guidelines for the International Energy Star Program.

■ Interface Features

The printer has a standard IEEE-1284 compatible parallel interface, which supports ECP and Compatible/Nibble protocols. It also supports Microsoft's Plug & Play technology. The printer also has a USB port for easy connection to a personal computer or other USB devices. This printer also features a 10Base-T/100Base-TX port to enable network printing.

■ Typefaces

The printer comes with 45 scalable typefaces in 14 typeface families (Agfa 45 MicroType fonts) and 32 additional TrueType fonts (barcode and OCR fonts), all compatible with application software supporting Microsoft Windows. In addition, 9 bitmapped typefaces of the Line Printer family are also included. The printer uses the Universal Font Scaling Technology (UFST) for outline fonts, provided under license from Agfa-Gevaert Japan, Ltd. Also supplied with the printer are the TrueType screen fonts for 96 font solution and Canon Font Manager for easy management of installed fonts in Microsoft® Windows® 95/98/Me/2000/XP and Windows NT version 4.0. A list of typeface samples is provided in Chapter 5, "Apendix," in the *PCL Printer Guide*.

■ Printer drivers and Utilities

The printer comes with PCL printer drivers for Microsoft Windows 95/98/Me, Windows 2000/XP, and Windows NT 4.0. This allows you to control most printer settings from the Windows driver screens.

■ Remote UI Support

The printer supports a Remote UI (User Interface) function that allows you to monitor the status of the printer or change the printer settings from a personal computer. (See Chapter 1, "Using the Remote UI," in the *Remote UI Guide*.)

Connecting to a Computer

Connect the machine to a computer or network using an interface cable supporting bidirectional communication or a 100Base-TX or 10Base-T Ethernet cable.

IMPORTANT

To avoid risk of a shock hazard, turn OFF the main power switch located on the right side of the machine and unplug the power cord from the power outlet, before connecting an interface cable or network cable. (See Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.)

NOTE

This machine is not supplied with an interface cable or a network cable. Please purchase the cable to match your computer or network.

For how to connect the interface or network cable to the machine, see the *Set-Up Sheet for Networking and Printing*.

Connecting to a Network

This machine has a built-in print server that is compatible with TCP/IP to allow use as a network printer for UNIX and Windows. The print server is supplied with a 100Base-TX/10Base-T port, therefore you can simply connect it to a LAN.

You need a LAN cable and hub to connect the machine to your network.

NOTE

The print server of this machine is compatible with a NetWare® network. For details, contact your service representative.

The print server of this machine automatically detects the connected 100Base-TX or 10Base-T interface.

After connecting the network cable, perform the following setups. For details of each setup, consult the corresponding manual.

- Installing the printer driver. (See Chapter1, "Before You Start Using This Machine," in the *PCL Printer Guide*.)
- Date/time setting and system management setting. (See Chapter 3, "Selecting and Storing Settings," and Chapter 5, "System Manager Settings," in the *Reference Guide*.)
- Print server and network settings. (See Chapter 2, "Using a TCP/IP Network (Windows/UNIX)," in the *Network Guide*.)

Connecting through a Parallel Interface

This machine can connect to a computer through a parallel interface. After connection, install the supplied printer driver and utility software to match the OS of your computer.

For installing the printer driver and utility software, see Chapter1, "Before You Start Using This Machine," in the *PCL Printer Guide*.

IMPORTANT

If you have connected a computer to the parallel port of this machine, some utility software cannot be used. For details, contact your service representative.

Connecting through a USB Interface

This machine can connect to a computer through a USB interface. After connection, install the supplied printer driver and utility software to match the OS of your computer.

For installing the printer driver and utility software, see Chapter1, "Before You Start Using This Machine," in the *PCL Printer Guide*.

IMPORTANT

If you have connected a computer to the USB port of this machine, some utility software cannot be used. For details, contact your service representative.

Printing a Document

To print a document, follow the procedure below.

1 **In the application, with the document open, select [Print] to print your document.**

2 **In the [Print] dialog box, select your printer from [Name], and then click the [Properties] button.**

The [Properties] dialog box opens.

3 **Specify the various print settings in the [Properties] dialog box. To switch between sheets, click the tabs for the [Page Setup], [Finishing], [Paper Source], and [Quality] sheets.**

You can also specify the various print settings by selecting a profile.

NOTE

For more information on using the print options, see Chapter 3, "Using the Print Option," in the *PCL Driver Guide*, or the online Help.

4 **After specifying all the print settings, click the [OK] button in the [Properties] dialog box.**

5 **Click the [OK] button in the [Print] dialog box.**

The document is printed under the settings you specified.

Canceling a Print Job

After you cancel a print job from your software application, the printer may still have data remaining in the printer memory. Follow the procedure below to cancel a print job from the printer control panel.

NOTE

You can also cancel print jobs from the Remote UI. For details, see Chapter 2, "Remote UI Functions," in the *Remote UI Guide*.

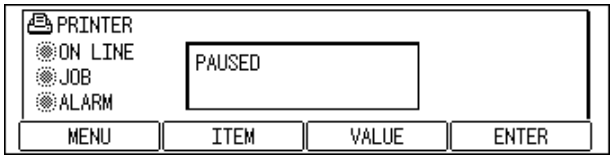
1 Cancel the print job with your software application. For details, refer to your software application user's guide.

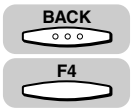
If you do not take care to stop the flow of data from the host computer, the printer will continue to print out any data it receives after <READY> has appeared.

2 Press [PRINT].

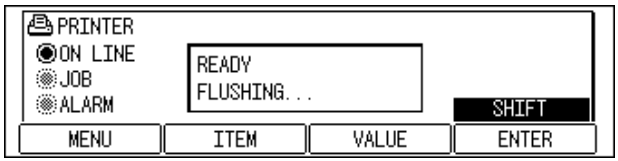
The indicator of the key lights up.

3 Press [OK] to take the printer offline.





4 Press [BACK] → [F4] (ENTER) to cancel the print job being processed.



The print job is canceled, and the message <READY> appears on the display.

Maintenance

9
CHAPTER

This chapter describes how to replace the toner cartridge and perform routine cleaning.

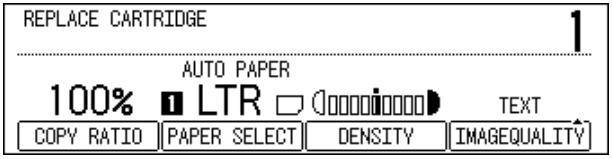
Replacing the Toner Cartridge 9-2

Routine Cleaning 9-10

- Platen Glass and Cover 9-10
- Feeder Cleaning 9-11
- Roller Cleaning 9-15
- More Information 9-17

Replacing the Toner Cartridge

When the machine runs out of toner, the alarm lamp blinks and the message <REPLACE CARTRIDGE> appears on the display. When this happens, remove the toner cartridge from the machine and slowly shake it sideways to redistribute toner. Reinstall the toner cartridge in the machine and print out a test page. If the error message still appears, replace the toner cartridge.



WARNING

Do not burn or throw used toner cartridges into open flames, as they may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.

IMPORTANT

Use only the toner cartridge recommended for use with this machine.

Replace the toner cartridge after the message <REPLACE CARTRIDGE> is displayed.

Do not expose the toner cartridge to direct sunlight or strong light.

Do not leave the left cover open for a long time after the toner cartridge is installed.

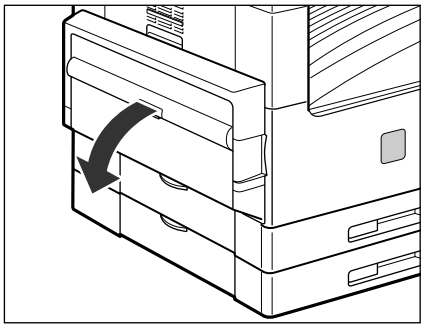
NOTE

After the message <REPLACE CARTRIDGE> appears, approximately 150 prints can still be made. However, since this number may vary depending upon the original, it is recommended to replace the toner cartridge soon after the <REPLACE CARTRIDGE> message appears.

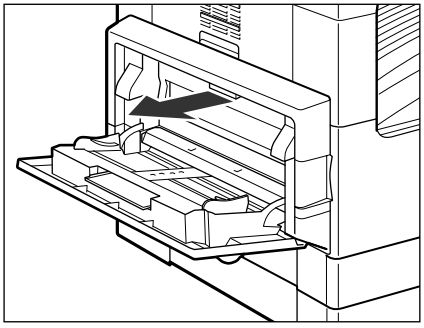
If the toner runs out during a print job, the machine will start printing the remaining pages automatically after you replace the toner cartridge.

A copy/print job will not stop until it is completed, but some fading might occur on the printout as the toner cartridge becomes empty. If you set <TONER SUPPLY LOW> to '01 RX TO MEMORY', the fax job stops. If you set it to '02 KEEP PRINTING', the fax job continues, but the printout will be faint or illegible.

1 Open the stack bypass.



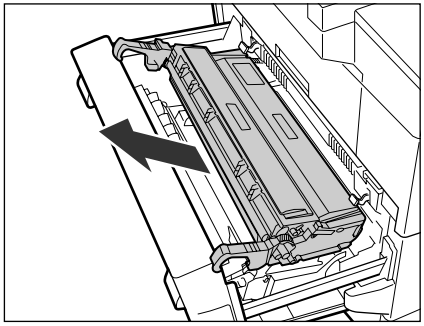
2 Pull out the left cover of the stack bypass.



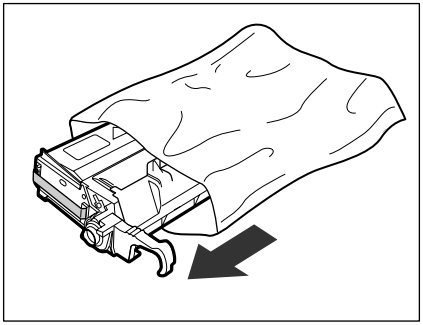
CAUTION

Grasp the handle and pull out the left cover horizontally to the left. (Be careful not to pull it upward as it may easily come off.)

3 **While gripping the handles (marked with blue) of the toner cartridge, pull it out horizontally.**



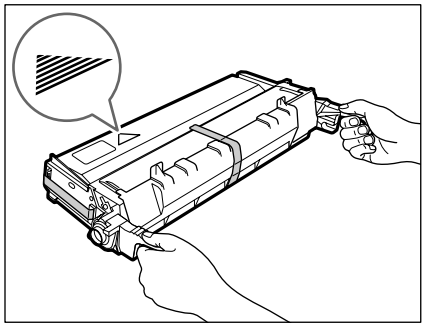
4 **Cut the protective bag of the new toner cartridge with scissors, and remove it from the bag.**



IMPORTANT

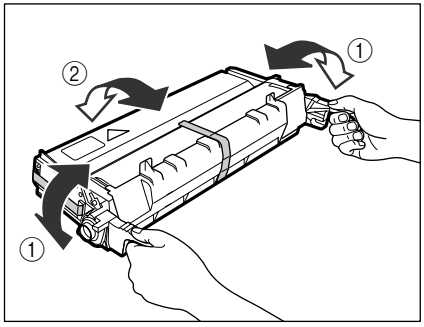
Use only the toner cartridge recommended for use with this machine.

When handling the toner cartridge, hold it by the handles with the triangle facing up as shown in the illustration below. Do not hold the toner cartridge vertically or upside down.

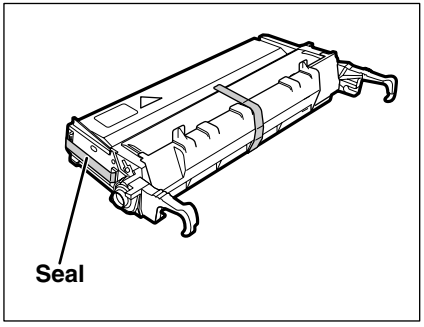


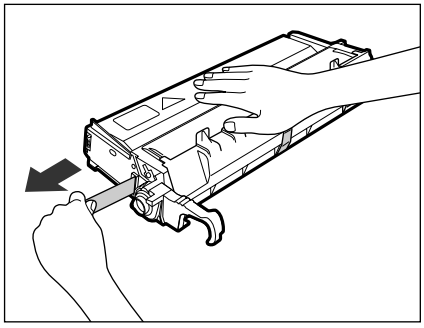
Do not discard the protective bag for the toner cartridge. You will need it later to store the cartridge temporarily when the machine needs servicing.

5 Hold the new toner cartridge with both hands and gently shake it sideways ① several times, and then back and forth ② several times, to distribute the toner evenly inside the cartridge.



6 Place the toner cartridge on a flat stable surface, and hold the cartridge with one hand while removing the seal by pulling it out with the other hand.





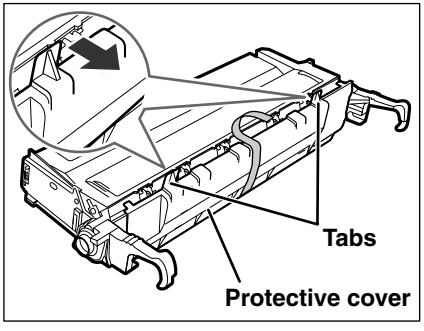
IMPORTANT

Do not stop pulling the seal until it is removed completely from the toner cartridge because the toner may scatter and printing quality may deteriorate.

Pulling the seal upwards or downwards may break the seal. If the seal breaks inside the toner cartridge and cannot be removed completely, the toner cartridge may not be used.

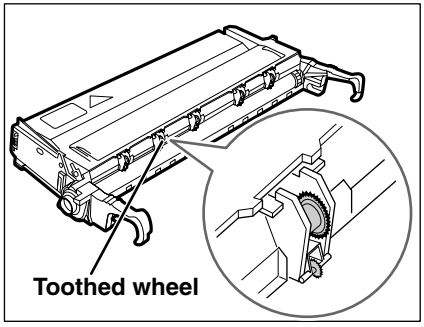
Throw away the seal after removing it from the toner cartridge.

7 Remove the tape that holds the orange protective cover, and pull the two release tabs on the cover to detach it from the toner cartridge.



CAUTION

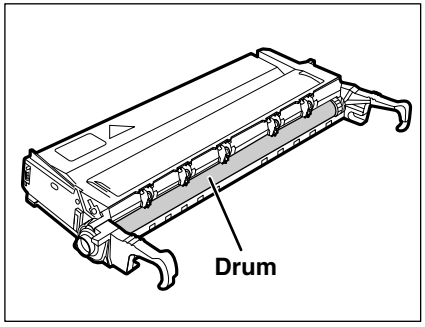
When removing the protective cover, be careful not to touch the toothed wheels on the covered side of the toner cartridge, as this may result in personal injury.



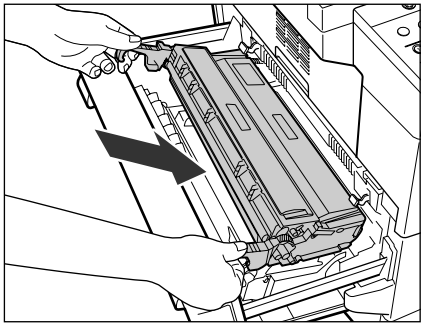
IMPORTANT

Do not reattach the protective cover on the toner cartridge, as this may damage the drum inside the cartridge.

Be careful not to touch the blue-green drum inside the toner cartridge.



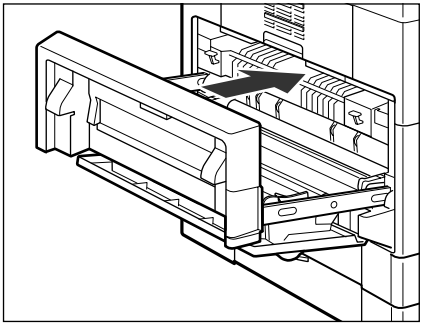
8 **While holding the toner cartridge with both hands, align both sides of the cartridge with the guiding grooves on the machine and insert the cartridge horizontally as far as it will go.**



IMPORTANT

Be careful not to touch the blue-green drum inside the toner cartridge, as this may damage the drum.

9 **Close the left cover of the stack bypass.**

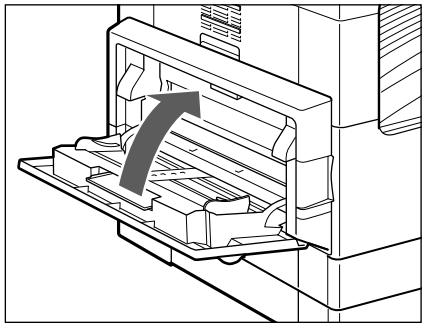


CAUTION

When closing the left cover, be careful not to get your fingers caught, as this may result in personal injury.

Close the left cover until it latches. If the cover is not fully closed, the printout might come out lighter.

10 Close the stack bypass.



CAUTION

When closing the stack bypass, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

Be sure to clean the roller every time you replace the toner cartridge. (See "Roller Cleaning," on p. 9-15.)

Routine Cleaning

If the original is not copied clearly, clean the following parts of the machine. For high quality output, we recommend cleaning these parts once a month.

Platen Glass
Underside of the Feeder
Feeder Scanning Area
Roller

WARNING

When cleaning the machine, first turn OFF the main power switch and disconnect the power cord. Failure to do so may result in a fire or electrical shock.

Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. Doing so might result in plastic parts becoming deformed.

Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for along period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.

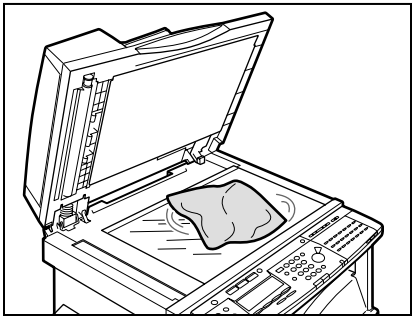
Platen Glass and Cover

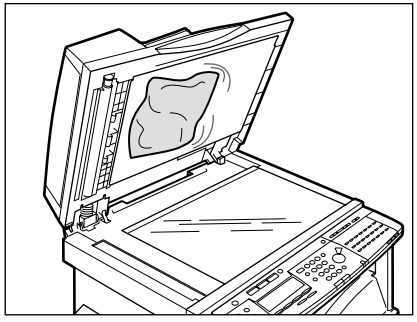
Clean the platen glass and the platen glass cover by following the procedure below.

IMPORTANT

If the platen glass or the platen glass cover is dirty, the original may not be scanned cleanly, or the size of the original may be detected incorrectly.

1 Clean the platen glass and the platen glass cover with a cloth dampened with water, and wipe them with a soft and dry cloth.



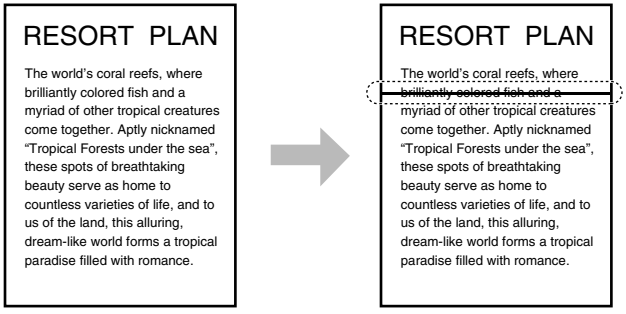


Feeder Cleaning

When scanning the original using the feeder, some streaked lines which do not exist on the original may appear on the output.

If your originals have black streaks or appear dirty after copying them using the feeder, this may be caused by pencil writing rubbing off the originals and onto the roller. Perform this feeder cleaning procedure to clean the feeder scanning area, film, and roller.

If such lines appear, the original scanning area of the feeder may be dirty.

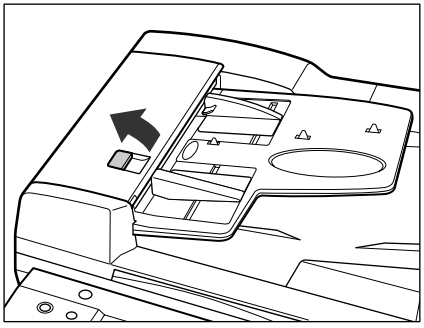

RESORT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together. Aptly nicknamed "Tropical Forests under the sea", these spots of breathtaking beauty serve as home to countless varieties of life, and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance.
RESORT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together. Aptly nicknamed "Tropical Forests under the sea", these spots of breathtaking beauty serve as home to countless varieties of life, and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance.

Follow the procedure described below to clean the original scanning area of the feeder.

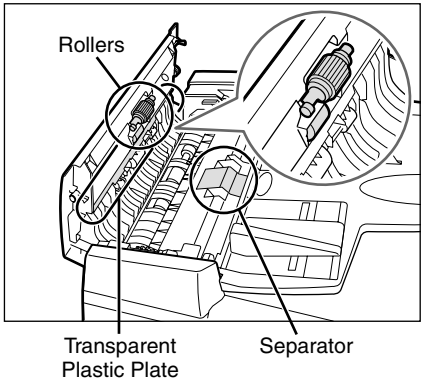
IMPORTANT

If the feeder scanning area is dirty, it may result in a paper jam or blemished print output. Clean the roller while spinning it.

1 **Open the feeder cover.**



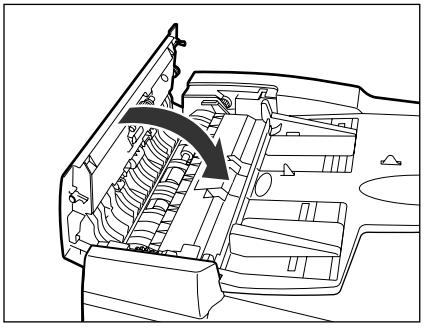
2 **Clean the rollers (total of two places), separator, and transparent plastic plate inside the feeder cover, with a cloth slightly dampened with water.**



CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.

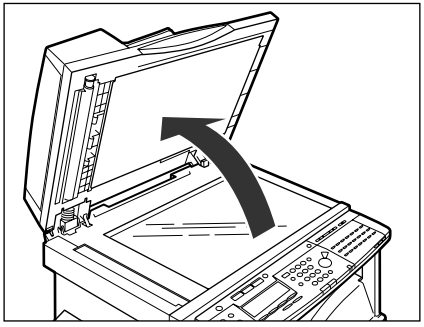
3 Close the feeder cover.



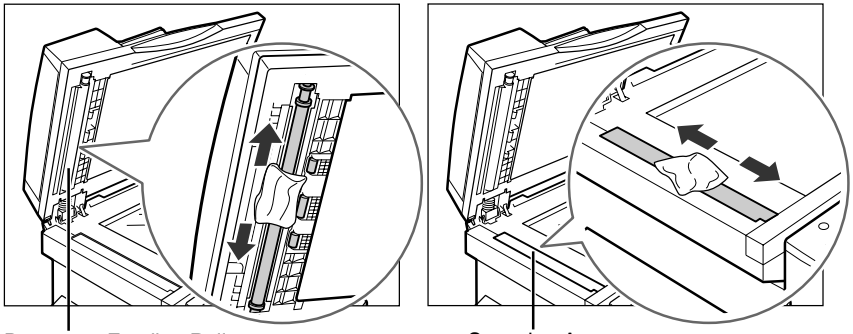
CAUTION

When closing the feeder cover, be careful not to get your fingers caught, as this may result in personal injury.

4 Open the feeder.



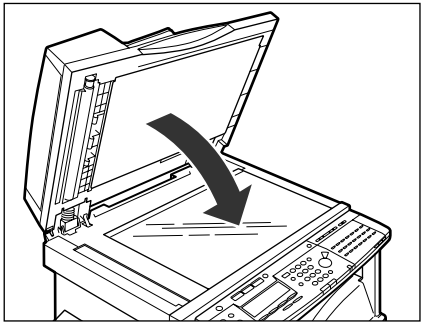
5 Clean the feeder scanning area (platen glass) and the document feeding roller, with a cloth dampened with water.



CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.

6 Close the feeder.



CAUTION

When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.

Roller Cleaning

If a black streak appears on the output, the fixing roller in the main unit may be dirty.

In such a case, clean the roller. Also, it is necessary to clean the roller every time you replace the toner cartridge.

First, print the cleaning paper using the machine, then perform the roller cleaning using the cleaning paper.

Load LTR □ paper in the paper drawer to clean the roller.

IMPORTANT

Cleaning paper can be printed only on LTR □ paper.

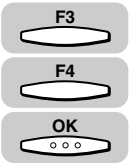
NOTE

It takes about 2 1/2 minutes to clean the roller.

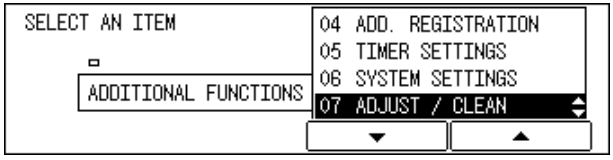
---

1 Press [Additional Functions].

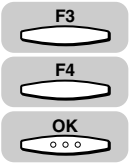
The ADDITIONAL FUNCTIONS menu appears, and the indicator light blinks.



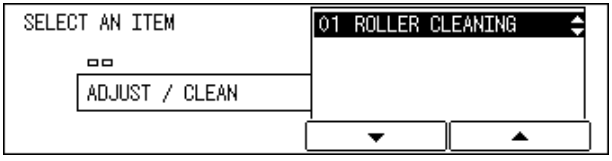
2 Press [F3] (▼) or [F4] (▲) to highlight <07 ADJUST / CLEAN> → press [OK].



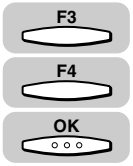
The ADJUST / CLEAN menu appears.



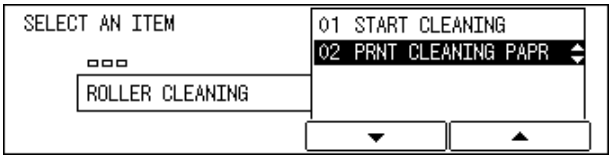
3 Press [F3] (▼) or [F4] (▲) to highlight <01 ROLLER CLEANING> → press [OK].



The ROLLER CLEANING menu appears.

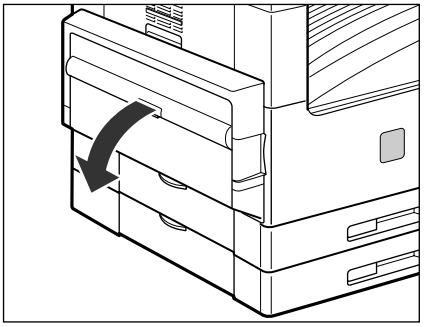


4 Press [F3] (▼) or [F4] (▲) to highlight <02 PRNT CLEANING PAPR> → press [OK].

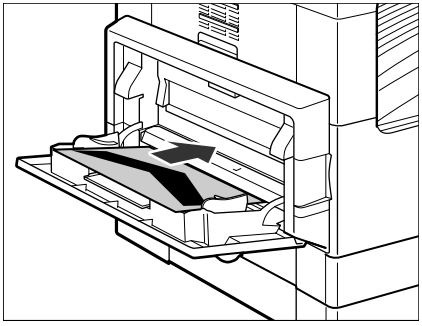


The cleaning paper is printed.

5 Open the stack bypass.



6 Load the cleaning paper with the side on which the letter "V" is printed facing up.

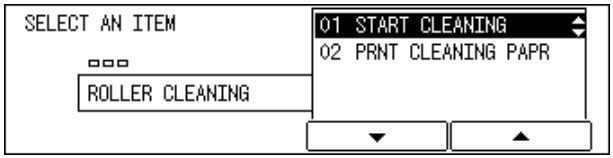


F3

F4

OK

7 Repeat steps 1 to 3 → press [F3] (▼) or [F4] (▲) to highlight <01 START CLEANING> → press [OK].



The machine starts cleaning the roller.

NOTE

If a cleaning paper jam occurs, the alarm indicator blinks red. Press (Stop) → remove the jammed cleaning paper.

Discard the cleaning paper after use.

More Information

For more information on the routine maintenance of the machine, see Chapter 6, "Routine Maintenance," in the *Reference Guide*.

Troubleshooting

10
CHAPTER

This chapter highlights any problems that may occur during the operation of the machine, and solutions that may be helpful in fixing them.

List of Error Messages 10-2
Self-Diagnostic Display 10-2
When Problems Occur during Fax Operations 10-8
Sending Documents 10-8
Receiving Documents 10-11
Other Problems 10-13
When You Have Trouble Printing 10-14
Service Call Message 10-16
If You Cannot Solve the Problem 10-17

List of Error Messages

Self-Diagnostic Display

The machine is equipped with the self-diagnostic function.

Self-diagnostic (error) messages appear on the display when:

Printing cannot be performed because of an operational error.

You need to make a judgement or take some action during scanning or printing.

The following is a list of self-diagnostic messages, along with possible causes and remedies.

ALREADY IN USE

Cause You attempted to create a polling box, preset polling box, transfer box, confidential box, or relay box, but that box is already created.

Remedy Change your setting or choose another box.

AUTO REDIAL

Cause You are waiting to redial because the party you dialed was engaged when you used direct sending.

Remedy In memory sending, no auto redial message appears.

CANNOT DELETE

Cause You attempted to delete the box that contains a document.

Remedy You cannot delete the box.

CHECK DOCUMENT

Cause A paper jam may have occurred in the feeder.

Remedy Remove the jammed document.

CHECK PRINTER

Cause The machine is detecting an error in the printer area.

Remedy Please contact your service representative.

CHECK PRINTER COVER

Cause One or more covers are open.

Remedy Close all the covers.

DATA ERROR

Cause The machine may have trouble.

Remedy Contact your service representative.

DOCUMENT SCAN ERROR

Cause The machine detected an 11" x 17" original as LTR □ because of its curl, and the TX rotation is activated. This stops scanning. Another possibility is that a paper jam occurred during scanning.

Remedy Press [F4] (OK) → set the original again.

DOCUMENT TOO LONG

Cause You have tried to copy an original that is too long using the feeder.

Remedy Scan it on the platen glass.

INSTALL CARTRIDGE

Cause The toner cartridge is not installed.

Remedy Install the toner cartridge.

LIMIT REACHED

Cause Printing has been restricted.

Remedy Set <RESTRICT PRINTING> from the DEPT. ID MANAGEMENT menu to 'OFF'. (See Chapter 5, "System Manager Settings," in the *Reference Guide*.)

LOAD THE APPROPRIATE SIZE PAPER

Cause Although <AUTO PAPER> is selected when copying, appropriate size paper is not set in the paper drawer or on the stack bypass.

Remedy Select the paper size, or set the copy ratio.
If you press [Start] while this message is displayed, the paper with the smallest margin is selected automatically and printing starts.

MEMORY FULL

Cause 1 The machine's memory is full of documents received in memory reception and confidential reception.

Remedy Print the original stored in memory.

Cause 2 The machine's memory is full of scanned documents.

Remedy Divide the original into some stacks and scan them one by one.

NO TEL

Cause The telephone number you attempted to dial using one-touch speed dialing, coded speed dialing, or group dialing was not registered.

Remedy Register the telephone number before using it.

NOT AVAILABLE NOW

Cause 1 You pressed the coded speed dialing key that has already been registered, while you perform group dial registration.

Remedy Check the information registered under the coded speed dialing key before using it.

Cause 2 You pressed the one-touch speed dialing key that has already been registered, while you perform group dial registration.

Remedy Check the information registered under the one-touch speed dialing key before using it.

NOT FOUND, TRY AGAIN

Cause You wish to change the settings of the polling box, preset polling box, transfer box, confidential box, or relay box but no such box has been registered.

Remedy Check the boxes once again.

OPEN THE FRONT COVER

Cause A paper jam has occurred.

Remedy Open the front cover, and follow the procedure described on the label inside the cover to remove the jammed paper.

OUTPUT TRAY FULL

Cause The output tray is full of paper.

Remedy Remove the prints from the output tray.

PLEASE WAIT

Cause This message is displayed when the main power is turned ON. Also, when the machine is not ready to print, this display appears.

Remedy Wait until the message disappears.

PRINT DIFFERENT PAPER SIZE

Cause The paper loaded is a different size to the document stored in memory.

Remedy If you do not mind printing the document on different size paper, select <YES>. If not, select <NO> or press [Stop] → replace the paper → press [Start].

REC. PAPER JAM

Cause An original jam or paper jam has occurred, preventing you from making prints.

Remedy Remove paper from the machine following the guidance. If you open a cover during printing, this message also appears. In such a case, open the cover again and check if there is any jammed paper. If you find any, remove it, and close the cover. Then the message disappears.

RECEIVED IN MAILBOX

Cause A document was received in the confidential mailbox.

Remedy Enter the subaddress and password of the confidential mailbox in which the document was received, and print out the document stored in memory.

RECEIVED IN MEMORY

Cause	A document was received in memory because the toner or paper has run out.
Remedy	Replace the toner cartridge or replenish the paper, then print out the document stored in memory.

REPLACE CARTRIDGE

Cause	The toner cartridge has run out of toner.
Remedy	Replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-2.)

START AGAIN

Cause 1	A transmission error occurred because the line condition was poor.
Remedy	Try again from the beginning.
Cause 2	The paper jammed or ran out during the printing of a report.
Remedy	Remove the jammed paper or replenish the paper. Then try again from the beginning.

STOP KEY PRESSED/PRESS OK KEY

Cause	[Stop] has been pressed while scanning the original using the feeder.
Remedy	Press [OK] → set the original again.

SYSTEM ERROR/E100

Cause	A malfunction has occurred in the machine.
Remedy	Please contact your service representative.

SUPPLY REC. PAPER

Cause	The paper drawer is out of paper, or not inserted correctly.
Remedy	Insert the paper drawer into the machine as far as it will go or load paper.

THERE IS PAPER ON PLATEN GLASS

Cause	A document that has already been sent or copied remains on the platen glass.
Remedy	Remove the document from the platen glass, and try again.

TRANSMITTING...

Cause 1 During the current transmission, your machine may have tried to send a document identified from the list of documents in memory.

Remedy Resend the document when transmission of the first document is complete.

Cause 2 You tried to send a document using direct sending while sending another document from memory.

Remedy Wait until the transmission from memory is complete. Then resend the document using direct sending.

TX LIMIT REACHED

Cause Sending has been restricted.

Remedy Set <RESTRICT TX> from the DEPT. ID MANAGEMENT menu to 'OFF'. (See Chapter 5, "System Manager Settings," in the *Reference Guide*.)

WRONG PAPER SIZE SETTING

Cause It is possible that the paper size detected automatically by the paper drawer does not match the actual paper size. Another possibility is that the paper size selected for the stack bypass in the USE STACK BYPASS menu does not match the paper size actually set on the stack bypass.

Remedy Make sure the actual paper size matches the selected paper size. Set the correct paper size and open the front cover, then close it.

When Problems Occur during Fax Operations

If an error occurs during fax operations, check the following points.

Sending Documents

You cannot send a document after dialing.

Cause 1 Is your machine set to the correct telephone line type (pulse or tone)?

Remedy Check the telephone line type and set the machine to the correct type.

Cause 2 Is your machine in copy mode?

Remedy Press [FAX] to light the FAX indicator.

Cause 3 Is the document set properly?

Remedy Reset the document and try sending again.

Cause 4 Did you dial the right telephone number?

Remedy Try dialing the number again. If the number is registered for one-touch or coded speed dialing, check that the number is correct.

Cause 5 Is the other party's fax machine out of paper?

Remedy Contact the other party to check whether their fax machine is out of paper.

Cause 6 Is the other party's line busy with sending, receiving, or a voice call?

Remedy Contact your carrier to check whether the line is busy or not.

Memory fills up immediately when you try to send.

Cause 1 Are you sending with the resolution set to 'SUPER FINE' or 'ULTRA FINE', or image quality set to 'PHOTO' or 'TEXT/PHOTO'?

Remedy 1 If your document does not contain fine text or photographs, set the resolution to 'STANDARD' and image quality to 'TEXT'.

Remedy 2 If your document contains fine text or photographs, send it directly rather than using a memory transmission.

Cause 2 Is a document occupying your memory space?

Remedy Either print out any documents received in memory or wait until any documents stored in memory for sending have been sent, then resend your document.

Documents are streaked with lines when they print on the other party's fax machine.

Cause Is your machine's platen glass clean?

Remedy Copy a document on your machine and see if the document is streaked or dirty. If the copy is streaked, clean the scanning glass.

Your documents are printed out at a reduced size on the other party's fax machine.

Cause 1 Are your slide guides adjusted for the size of the document you are faxing?

Remedy Adjust the guides to the size of the document you are faxing and resend.

Cause 2 Is the other party's paper smaller than the size of the document you sent?

Remedy If the other party is using small-size paper, your machine automatically reduces the size of the document in accordance with the other party's paper.

Part of the document is cut off when the other party receives it.

Cause Is your document set in the correct direction?

Remedy Set your document in the correct direction and resend.

The documents you sent are too light.

Cause 1 Is the density set to 'LIGHT'?

Remedy Select 'DARK' for the 'DENSITY' setting.

Cause 2 Is the image quality set to 'PHOTO' or 'TEXT/PHOTO'?

Remedy Select 'TEXT' for the 'IMAGEQUALITY' setting.

Cause 3 Is your machine's platen glass clean?

Remedy Copy a document on your machine and see if the document is streaked or dirty. If the copy is streaked, clean the platen glass.

You cannot perform polling.

Cause Is the polling box set?

Remedy For polling to send, the polling box must first be set. Set the polling box and resend the document.

You cannot perform confidential sending.

Cause 1 Has the other party set up a confidential mailbox in memory?

Remedy Contact the other party and resend on confirmation that their confidential mailbox is set.

Cause 2 Does the other party's fax machine support ITU-T subaddress/password transactions?

Remedy Contact the other party and check.

Cause 3 Did you specify the other party's subaddress or password correctly?

Remedy Check the other party's registered subaddress or password and specify the same number.

Cause 4 Did you make a mistake in the subaddress or password registered for one-touch or coded speed dialing?

Remedy Check your one-touch or coded speed dialing settings.

Cause 5 Is the memory of the other party's machine full?

Remedy Contact the other party and check.

You cannot relay a document from another fax machine.

Cause 1 Has the other party set up a memory box for relay transmission?

Remedy Contact the other party and resend on confirmation that they have set up a box for relay transmission, and have registered destinations to relay to.

Cause 2 Does the other party's fax machine support ITU-T subaddress/password transactions?

Remedy Contact the other party and check.

Cause 3 Did you specify the other party's subaddress or password correctly?

Remedy Check the other party's registered subaddress or password and specify the same number.

Cause 4 Did you make a mistake in the subaddress or password registered for one-touch or coded speed dialing?

Remedy Check your one-touch or coded speed dialing settings.

Cause 5 Is the memory of the other fax machine full?

Remedy Contact the other party and check.

You cannot send a document with a subaddress/password.

Cause 1 Does the other party's fax machine support ITU-T subaddress/password transactions?

Remedy Contact the other party and check.

Cause 2 Did you specify the other party's subaddress or password correctly?

Remedy Check the other party's registered subaddress or password and specify the same number.

Cause 3 Did you make a mistake in the subaddress or password registered for one-touch or coded speed dialing?

Remedy Check your one-touch or coded speed dialing settings.

Cause 4 Is the memory of the other party's machine full?

Remedy Contact the other party and check.

Receiving Documents

Part of the documents you receive are cut off.

Cause 1 Are the slide guides in your stack bypass set to the size of the paper?

Remedy Set the guides in the stack bypass to the size of the paper.

Cause 2 Have you specified the correct stack bypass paper size?

Remedy Specify the correct stack bypass paper size.

Cause 3 Is the ROTATE PRINT mode set to 'OFF'?

Remedy Set the ROTATE PRINT mode to 'ON'.

The documents you received are of poor quality.

Cause 1	Is your toner cartridge running low on toner?
Remedy	Remove your toner cartridge and gently tilt it from side to side five or six times to redistribute the remaining toner. If this does not solve the problem, replace with a new toner cartridge.
Cause 2	Is the platen glass of the other party's fax machine clean?
Remedy	Copy a document on your machine. If the document is clean, the problem lies with the sender's fax machine. Contact the sender, and ask them to clean their fax machine.

Your machine switches to memory substitution reception even though paper is present.

Cause	Are the setting options to select the DRAWER ELIGIBLTY correct?
Remedy	Correct the fax reception options for selecting the DRAWER ELIGIBLTY.

You cannot receive a confidential document in your confidential mailbox.

Cause 1	Is a confidential mailbox set?
Remedy	Check your confidential mailbox settings.
Cause 2	Did the other party specify the correct subaddress and password for your confidential mailbox?
Remedy	Contact the other party and check.

You cannot perform polling.

Cause 1	Did you specify the other party's subaddress or password correctly?
Remedy	Check the other party's registered subaddress or password and specify the same number.
Cause 2	Is the other party's fax machine set to automatic reception?
Remedy	Contact the other party and check.
Cause 3	Is a document set on the other party's machine?
Remedy	Contact the other party and check.

Other Problems

Sending and receiving of documents is too slow.

Cause 1 Is the resolution set to 'FINE', 'SUPER FINE', or 'ULTRA FINE'?

Remedy Setting the resolution to 'STANDARD' reduces the sending time. However, any fine text in the document will also be harder to read.

Cause 2 Is the picture quality set to 'PHOTO' or 'TEXT/PHOTO'?

Remedy Press [F3] (IMAGEQUALITY) to select 'TEXT'.

Cause 3 Is ECM (Error Correction Mode) set to 'ON'?

Remedy Because ECM corrects errors during a transmission, any problems on the line can mean that the transmission will take extra time. Set ECM to 'OFF'.

You cannot get documents from information services.

Cause 1 Is your machine set to the tone dialing type of the telephone line?

Remedy Press [Tone] to set the dialing type to 'TONE'.

Cause 2 Were there any instructions from the other party, such as to set to receive?

Remedy Just before receiving, press [Start].

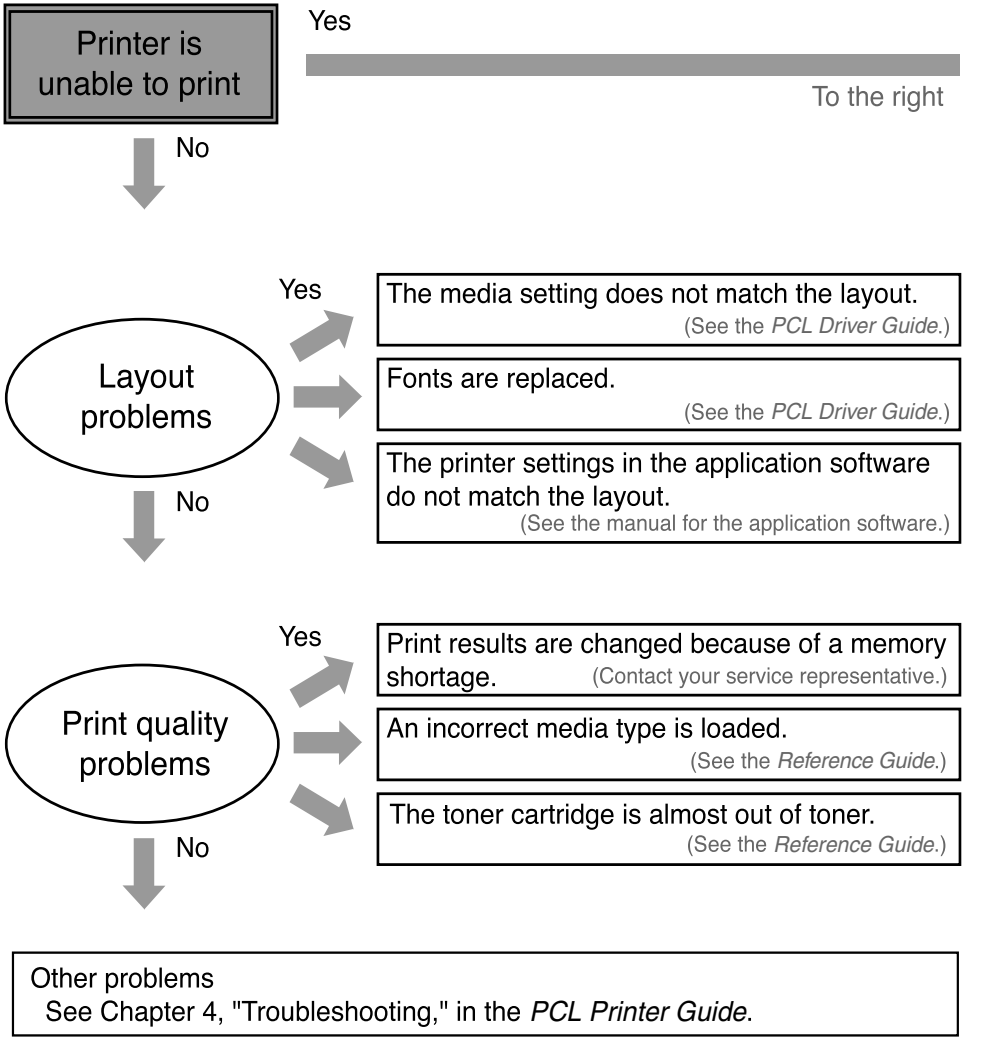
You cannot perform transactions using memory boxes.

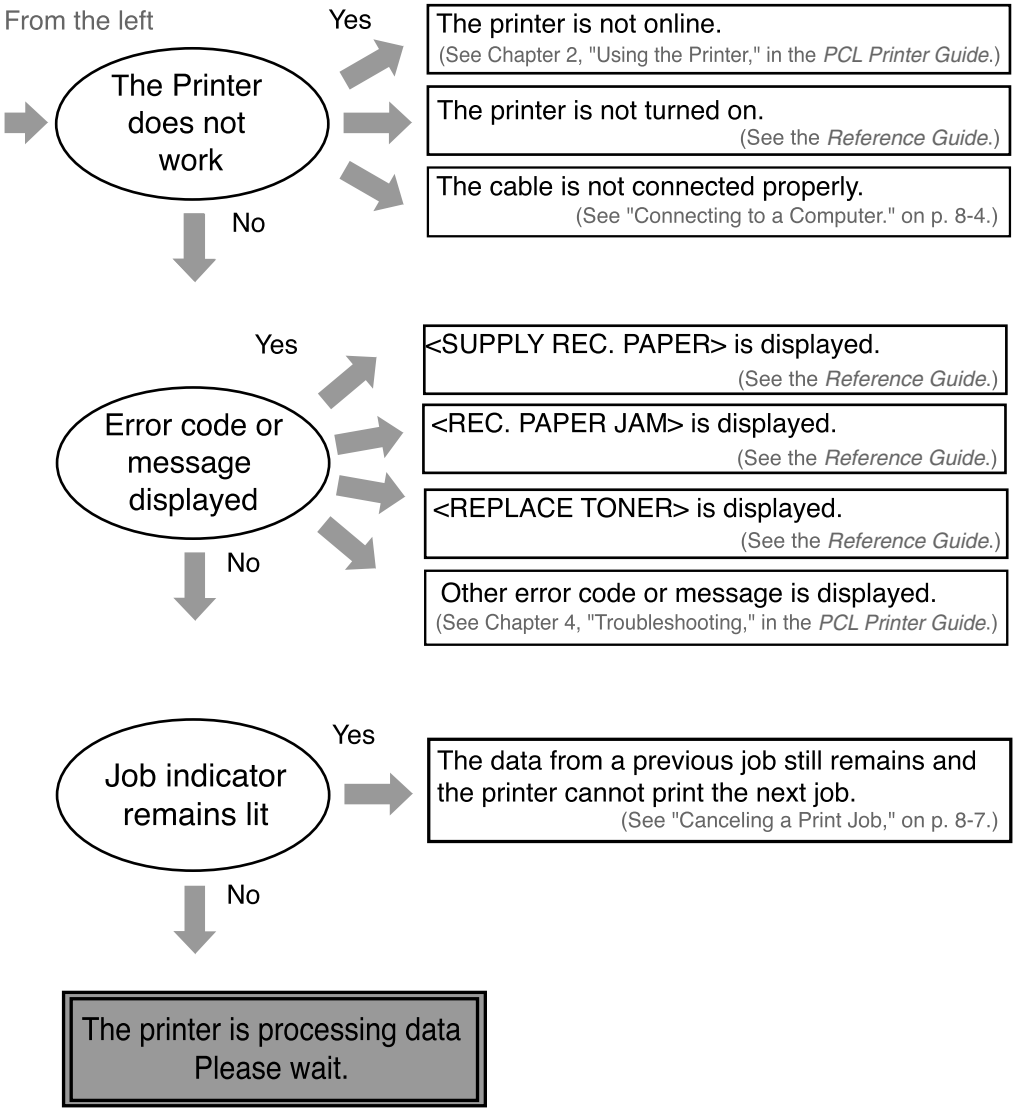
Cause Did you specify the other party's subaddress or password correctly?

Remedy Specify a different subaddress for each memory box.

When You Have Trouble Printing

If your printer is unable to print or you have problems with the printer or print quality, use this map to find the appropriate page for help.


Printer is unable to print
Yes
To the right
No
Layout problems
Yes
The media setting does not match the layout.
(See the *PCL Driver Guide*.)
Fonts are replaced.
(See the *PCL Driver Guide*.)
The printer settings in the application software do not match the layout.
(See the manual for the application software.)
No
Print quality problems
Yes
Print results are changed because of a memory shortage. (Contact your service representative.)
An incorrect media type is loaded.
(See the *Reference Guide*.)
The toner cartridge is almost out of toner.
(See the *Reference Guide*.)
No
Other problems
See Chapter 4, "Troubleshooting," in the *PCL Printer Guide*.


From the left
The Printer does not work
Yes
No
The printer is not online.
(See Chapter 2, "Using the Printer," in the PCL Printer Guide.)
The printer is not turned on.
(See the Reference Guide.)
The cable is not connected properly.
(See "Connecting to a Computer." on p. 8-4.)
Error code or message displayed
Yes
No
<SUPPLY REC. PAPER> is displayed.
(See the Reference Guide.)
<REC. PAPER JAM> is displayed.
(See the Reference Guide.)
<REPLACE TONER> is displayed.
(See the Reference Guide.)
Other error code or message is displayed.
(See Chapter 4, "Troubleshooting," in the PCL Printer Guide.)
Job indicator remains lit
Yes
No
The data from a previous job still remains and the printer cannot print the next job.
(See "Canceling a Print Job," on p. 8-7.)
The printer is processing data
Please wait.

Service Call Message

If a malfunction occurs to the machine, service call messages appear on the display.

WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

CAUTION

Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.

IMPORTANT

If you turn OFF the main power when there is any queued job, its data will be deleted.

If You Cannot Solve the Problem

If you have a problem with your machine that you cannot solve with the information provided in this chapter, contact your service representative.

If you contact your service representative, make sure you have the following information ready:

Product name: imageCLASS 2300

Serial number (located on the label at the back of the machine)

Details of the problem

Steps taken to try to resolve the problem and the results

CAUTION

If the machine makes strange noises, emits smoke or strange smells, unplug it immediately and contact your service representative. Do not attempt to disassemble or repair the machine yourself.

IMPORTANT

Attempting to repair the machine yourself may void the limited warranty.

Appendix

11
CHAPTER

Machine Specifications 11-2
Main Unit 11-2
Feeder 11-4
Fax Specifications 11-5
Printer Specifications 11-6
Controller Specifications 11-6
Software Specifications 11-6
Interface Specifications 11-7
Parallel Interface (Centronics Compliant) 11-7
Index 11-8

Machine Specifications

Specifications are subject to change without notice for product improvement or future release.

Main Unit

Item	Specifications	
Name	Canon imageCLASS 2300	
Type	Desktop	
Platen	Stationary	
Photoconductive Material	OPC	
Copying System	Indirect electrostatic copying	
Developing System	One component dry jumping exposure	
Fixing System	Heat Roller Fusing	
Resolution	Reading	600 dpi x 600 dpi
	Writing	approx. 1200 dpi x 600 dpi
	Printing	approx. 2400 dpi x 600 dpi
Number of Tones	256	
Acceptable Paper Stock	Paper drawer	16 to 24 lb bond (60 to 90 g/m^2) Plain, Colored paper, Recycled paper
	Stack bypass	16 to 32 lb bond (60 to 128 g/m^2) Plain, Heavy, Colored paper, Recycled, Transparency, Labels, Envelopes
Acceptable Originals	Sheet, Books, three dimensional objects (Up to approx. 2 kg)	
Maximum Original Size	11 5/8" x 17" (297 mm x 432 mm)	
Paper Sizes	Paper drawer: 11" x 17" ▭, LGL ▭, LTR ▯, LTR ▭, STMT ▯ Stack bypass: 11" x 17" ▭, LGL ▭, LTR ▯, LTR ▭, STMT ▯, STMT ▭, Free-size (4" x 5 3/4" to 11 5/8" x 17" (100 mm x 148 mm to 297 mm x 432 mm)), Envelopes (COM10, DL, Monarch)	
Margin Areas	Leading edge: Left and right side: Trailing edge:	1/8" ± 1/16" (3.0 ± 2.0 mm) 1/8" ± 1/16" (3.0 ± 2.0 mm) 1/8" ± 1/16" (3.0 ± 2.0 mm)

Item	Specifications		
Warm-Up Time	When main power is turned ON: approx. 30 seconds Activation time from Energy Saver mode: Power Consumption at Energy Saver mode: <LOW>: approx. 30 seconds Power Consumption at Energy Saver mode: <HIGH>: approx. 10 seconds *Activation time may vary depending on the conditions under which the machine is used. (In all cases, at a room temperature of 68˚F (20˚C).)		
First Copy Time	Platen glass selected: 8.3 seconds (LTR ▯, direct, paper drawer 1)		
Copy Speed	Direct	11" x 17" ▭	9 cpm
		LGL ▭	10 cpm
		LTR ▯	20 cpm
		LTR ▭	16 cpm
		STMT ▯	20 cpm
	Reduction	LGL ▭ → LTR ▭ (78%)	16 cpm
		11" x 17" ▭ → LGL ▭ (73%)	10 cpm
		11" x 17" ▭ → LTR ▭ (64%)	16 cpm
	Enlargement	LGL ▭ → 11" x 17" ▭ (121%)	9 cpm
		LTR ▭ → 11" x 17" ▭ (129%)	9 cpm
		STMT ▭ → 11" x 17" ▭ (200%)	9 cpm
	Except when paper is fed from the stack bypass.		
Magnification	Direct	1:1 (±0.5%)	
	Reduction	1:0.78 (LGL → LTR) 1:0.73 (11" x 17" → LGL) 1:0.64 (11" x 17" → LTR) 1:0.50 (11" x 17" → STMT)	
	Enlargement	1:1.21 (LGL → 11" x 17") 1:1.29 (LTR → 11" x 17") 1:2.00 (STMT → 11" x 17")	
Paper Feeding System	Paper drawer:	250 sheets x 2 drawers (20 lb bond (80 g/m^2))	
	Stack bypass:	100 sheets (LTR ▯, LTR ▭, STMT ▯, STMT ▭, 20 lb bond (80 g/m^2)) 50 sheets (LGL ▭,11" x 17 ▭, 20 lb bond (80 g/m^2)) 50 sheets (Transparencies, Heavy weight paper, 24 to 32 lb bond (90 to 128 g/m^2)) 10 envelopes 1 sheet (Labels)	

Item	Specifications
Exposure Control	Automatic or manual exposure control
Multiple Copies	99 sheets maximum
Power Source	120 V AC ± 10% (50/60 Hz)
Max Power Consumption	940W max.
Dimensions (H x W x D)	29 2/5" x 24 1/4" x 24 3/4" (747 mm x 615 mm x 631 mm)
Installation Space (W x D)	33 1/2 x 24 3/4" (852 mm x 631 mm) (Dimensions of stack bypass tray is given for extended condition.)
Weight	Approx. 109 lb (49.5 kg)

Feeder

Item	Specifications
Type	Automatic Document Feeder
Originals	Original supply tray: 11" x 17" ▭, LGL ▭, LTR ▯, LTR ▭
Original Paper Weights	10 to 32 lb bond (37 to 128 g/m^2) (One-page scanning for 10 to 14 lb bond (37 to 51 g/m^2) and 28 to 32 lb bond (105 to 128 g/m^2))
Original Tray Capacity	11"x 17" ▭, LGL ▭: 25 sheets (20 lb bond (80 g/m^2)) LTR ▯, LTR ▭, STMT ▯: 50 sheets (20 lb bond (80 g/m^2))
Original Replacement Speed	20 sheets/minute (LTR ▯)
Power Source	From main unit
Power Consumption	Maximum 30W
Dimensions (H x W x D)	4 3/4" x 23 1/4" x 19" (122 mm x 592 mm x 484 mm)
Weight	Approx. 16 lb (7.1 kg)

Fax Specifications

The following are the principal specifications of the fax functions of this machine. Specifications are subject to change without notice for product improvement or future releases.

Item	Specifications
Name	Canon Super G3 Fax Board
Sending Sizes or Original Sizes	11" x 17" to STMT
Paper Sizes or Recording Sizes	11" x 17" to STMT
Transmission Time	Approx. 3 sec./page* (V. 34 33.6 Kbps + ECM - MMR) (Based on Canon FAX standard chart No. 1, standard mode)
Fax Scanning Line Density (Scanning and Transmission)	STANDARD: 200 x 100 dpi FINE: 200 x 200 dpi SUPER FINE: 200 x 400 dpi ULTRA FINE: 400 x 400 dpi
Applicable Telephone Line	Subscriber telephone circuit (PSTN)
Autodial Function	200 numbers

* Approximately 3 seconds per page for transmission time based on Canon FAX standard Chart No. 1 (ECM-MMR, Standard Mode) at 33.6 Kbps modem speed. The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speed or lower, depending on the telephone line conditions.

Printer Specifications

This section lists the specifications for the printer.

Controller Specifications

CPU	Power PC405 (200 MHz)
Memory (RAM)	8MB
Host interface	One parallel connector (Centronics compliant/ bidirectional) One USB connector (V 1.1) Two expansion board slots
RAM socket	1
ROM socket	2

Software Specifications

Printer Languages	PCL® 5e, 6 emulation
Resident Fonts	45 scalable fonts and 8 bitmap fonts
Effective Printable Area	Reduced to 1/5" (5 mm) (3/8" (10 mm) for envelopes) each from top, bottom, right and left edges.

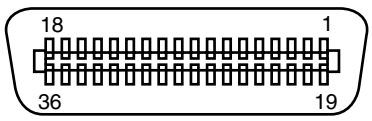
Interface Specifications

This section lists the specifications for the parallel interface and printer cable that should be used with the printer.

Parallel Interface (Centronics Compliant)

■ Location of signal lines and pins

Pin number	Signal	Pin number	Signal
1	STROBE	19	GND (STROBE)
2	DATA0	20	GND (DATA0)
3	DATA1	21	GND (DATA1)
4	DATA2	22	GND (DATA2)
5	DATA3	23	GND (DATA3)
6	DATA4	24	GND (DATA4)
7	DATA5	25	GND (DATA5)
8	DATA6	26	GND (DATA6)
9	DATA7	27	GND (DATA7)
10	ACK	28	GND (PERROR, SELECT, ACK)
11	BUSY	29	GND (BUSY, FAULT)
12	PERROR	30	GND (AUTOFD, SELECT IN, INIT)
13	SELECT	31	INIT
14	AUTOFD	32	FAULT
15	AUXOUT1	33	AUXOUT2
16	Logic GND	34	AUXOUT3
17	Chassis GND	35	AUXOUT4
18	Peripheral Logic High	36	SELECT IN



Index

Symbols

+ key, 1-11

Numerics

10Base-T/100Base-TX Port, 1-7

A

Additional Functions key, 1-10, 4-3
Additional Functions menu, 4-3
Advanced Communication key, 1-11
Alarm lamp, 1-10
Automatic Image Refinement, 8-2

B

BACK key, 1-10

C

Canceling a print job, 8-7
Centronics, 11-7
Clear key, 1-9, 1-11
Coded Dial key, 1-9
Collate key, 1-10
Connecting telephone line, 5-4
Connecting to network, 8-4
Control panel, 1-7
Copy Basic Features screen, 4-2
COPY key, 1-9
Copy operations, 4-4
Copy shortcut keys, 1-10
Cursor keys, 1-11

D

Date and time, setting, 5-5
Delayed transmission, 7-4
Delayed Transmission key, 1-11
Delete key, 1-11
Department ID, 4-4, 5-15
Direct TX indicator, 1-10
Direct TX key, 1-10
Directory key, 1-9
Display Contrast dial, 1-9

E

Energy Saver key, 1-9
Energy Saver mode, 4-4, 5-15
Error messages, 10-2
External view, 1-7

F

FAX key, 1-9
Fax sending operations, 5-15
Features of the printer, 8-2
Feeder, 1-7, 2-2, 2-6
Font Manager, 8-3
Front cover, 1-8
FTP server, 7-2
Function keys, 1-10

H

Hook key, 1-9
Horizontal placement, 2-3

I

ID key, 1-10
If you cannot solve a problem, 10-17
I-Fax, 7-2, 7-4
  E-Mail mode, 7-2
  Simple mode, 7-2
In Use Memory lamp, 1-10
Installing driver software, 6-4
Interface cable, 8-4
Internal view, 1-8
Interrupt key, 1-10

L

LCD display, 1-9
Left cover, 1-8
Line/Mail key, 1-10
Loading paper, 3-4
Lower left cover, 1-8

M

Machine's fax number, registering, 5-8
Mail reception settings, 7-3
Mail transmission settings, 7-3
Main power, 4-4
Main Power indicator, 1-10
Main power switch, 1-8
Memory Reception key, 1-11
Memory Reference key, 1-11
Modified Huffman (MH), 7-2
Modified Modified Read (MMR), 7-2
Modified Read (MR), 7-2
Monitor key, 1-9

N

Network Model, 1-5, 7-2
Network settings, 7-3
Numeric keys, 1-9

O

OK key, 1-10, 1-11
One-touch speed dialing keys, 1-10
One-touch speed dialing panels, 1-10
Orientation, 2-3
  Horizontal placement, 2-3
  Vertical placement, 2-3
Original output area, 1-7
Original supply tray, 1-7
Overview of copy operations, 4-2
Overview of fax operations, 5-2

P

Paper drawers, 1-7
Paper feeding dial, 1-8
Parallel interface, 8-2, 8-5
Parts and their functions, 1-7
Password, 4-4, 5-15
Pause/Redial key, 1-9
PCL printer drivers, 8-3
PDF, 7-2
Pin Code key, 1-11
Placing originals, 2-2
  Feeder, 2-6
  Orientation, 2-3
  Platen glass, 2-4
Platen glass, 1-8, 2-2

Plug & Play, 8-2
POP3, 7-2
Preset time, 7-4
PRINT key, 1-9
Printer Ports, 1-8
Printing a document, 8-6

R

Receive mail automatically, 7-8
Receive mail manually, 7-8
Receiving I-Fax, 7-8
Registering mail addresses, 7-3
Remote UI Support, 8-3
Report key, 1-11
Reset key, 1-9
Resolution, 8-2
Retransmit, 7-6, 7-7
Routine cleaning, 9-10
  Feeder, 9-11
  Platen glass and cover, 9-10
  Roller, 9-15

S

Scalable typefaces, 8-3
Scanning area, 1-9
Sender information, registering, 5-7
  Date and time, 5-8
  Fax number, 5-8
  Page number/total number of pages, 5-8
  Unit's name or sender's name, 5-8
Sequential broadcasting, 7-4, 7-6
Setting up the machine, 1-6
  Date and time settings, 1-6
  Installing fax driver, 1-6
  Installing printer driver, 1-6
  Setting up and connecting to network, 1-6
  System Manager settings, 1-6
Setting up the machine for I-Fax, 7-3
SMTP, 7-2
Space key, 1-11
Speaker volume switch, 1-11
Special Features key, 1-10
Special Features screen, 4-2
Specifications
  Fax, 11-5
  Interface, 11-7
  Machine, 11-2
  Printer, 11-6
Stack bypass, 1-8, 8-2
Stack Bypass Settings key, 1-11
Stamp key, 1-11
Start key, 1-10
Stop key, 1-10
System requirements for driver software, 6-3

T

Telephone Line Jack, 1-7
TIFF, 7-2
Timer, 7-2
Tone key, 1-9
Toner cartridge, 1-8
  Replacing, 9-2
Transfer key, 1-11
Transmission mode, 7-2
Transmitting I-Fax, 7-4
  Access code, 7-4
  Coded speed dialing, 7-4
  Manually, 7-6
  One-touch speed dialing, 7-4
Trouble printing, 10-14
TrueType, 8-3
TTI Selector key, 1-11
TX Terminal ID, 5-12
Typefaces, 8-3

U

Underside of the feeder, 1-8
Unit's name, registering, 5-10
Upper left cover, 1-8
USB interface, 8-5
USB port, 8-2, 8-5

V

Ventilation slot, 1-7
Vertical placement, 2-3

W

When problems occur during fax operations, 10-8
  Other problems, 10-13
  Receiving documents, 10-11
  Sending ducuments, 10-8

Canon U.S.A., Inc.

Limited Warranty - U.S. Only

The limited warranty set forth below is given by Canon U.S.A., Inc. ("Canon USA") with respect to the Canon imageCLASS 2300 Series product and accessories packaged with this limited warranty (collectively, the "Product") when purchased and used in the United States.

THIS LIMITED WARRANTY DOES NOT COVER THE CARTRIDGE P FOR WHICH A SEPARATE WARRANTY IS GIVEN. PLEASE CONTACT CANON USA IMMEDIATELY IF YOU HAVE NOT RECEIVED A COPY OF THE CARTRIDGE P LIMITED WARRANTY.

Canon USA warrants the Product to be free from defects in workmanship and materials under normal use and service for a period of one year after delivery to the original purchaser ("Purchaser") by Canon USA or its authorized dealer. During the relevant warranty period, Canon USA shall repair or replace, without charge, any defective part with a new or comparable rebuilt part. Warranty replacement shall not extend the warranty period of the malfunctioning Product. This warranty shall not extend to consumables, such as paper, as to which there shall be no warranty or replacement.

Canon USA shall provide assistance for installation, operation and support of the Product as follows:
(a) Toll-free telephone support for troubleshooting issues at 1-800-423-2366, Monday through Friday from 8:00 a.m. to 8:00 p.m. E.T.
(b) E-mail support via our Web site at www.usa.canon.com

If Canon USA's remote assistance cannot fix your Product's malfunction, Canon USA shall schedule an on-site service call, except where the malfunction involves a user replaceable item, in which case Canon USA will send you a replacement part with installation instructions. You will be responsible for installing the user replaceable items in your Product.

If on-site service is performed, and (1) the Product malfunction is not covered by this limited warranty, or (2) the applicable warranty period has expired or has not been sufficiently established by appropriate documentation, then you will be charged for such service at the then-current service call rates of Canon USA or any authorized Canon USA service provider (the "Service Provider").

This warranty shall only apply if the Product is used in conjunction with compatible computers, peripheral equipment and software. Canon USA shall have no responsibility for such items except for compatible Canon brand peripheral equipment covered by a separate warranty ("Separate Warranty"). Repairs of such Canon brand peripheral equipment shall be governed by the terms of the Separate Warranty. NON-CANON BRAND COMPUTERS, PERIPHERAL EQUIPMENT AND SOFTWARE WHICH MAY BE DISTRIBUTED WITH THE PRODUCT ARE SOLD AS IS, WITHOUT WARRANTY OF ANY KIND BY CANON USA, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. The sole warranty, if any, with respect to such non-Canon brand item is given by the manufacturer or producer thereof.

THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE USE OR PERFORMANCE OF THE PRODUCT. NO OTHER EXPRESS WARRANTY, EXCEPT AS MENTIONED ABOVE, GIVEN BY ANY PERSON, FIRM OR CORPORATION WITH RESPECT TO THE PRODUCT SHALL BIND CANON USA OR ANY SERVICE PROVIDER. NO WARRANTY IS GIVEN ON ANY USED PRODUCT.

This warranty shall be void and of no force and effect if the Product is damaged as a result of (a) abuse, neglect, mishandling, alteration, electric current fluctuation or accident, (b) improper use, including failure to follow operating or maintenance instructions in, or environmental conditions prescribed in, Canon USA's operator's manual or other documentation, (c) installation or repair by other than authorized service representatives qualified by Canon USA who are acting in accordance with Canon USA's service bulletins, (d) use of supplies or parts (other than those distributed by Canon USA) which damage the Product or cause abnormally frequent service calls or service problems, or (e) use of the Product with non-compatible computers, peripheral equipment or software, including the use of the Product in any system configuration not recommended in any manual distributed with the Product. Nor does this warranty extend to any Product on which the original identification marks or serial numbers have been defaced, removed, or altered.

ANY SYSTEM SOFTWARE (WHETHER FACTORY LOADED ON THE PRODUCT OR CONTAINED ON THE SOFTWARE DISKETTES OR CD-ROM'S ENCLOSED WITH, OR ACCOMPANYING, THE PRODUCT), AND ANY UTILITY SOFTWARE, DISTRIBUTED WITH OR FOR THE PRODUCT, IS SOLD "AS IS" AND WITHOUT WARRANTY BY CANON USA. THE SOLE WARRANTY WITH RESPECT TO SUCH SOFTWARE IS CONTAINED IN THE SOFTWARE MANUFACTURER'S LICENSE AGREEMENT DISTRIBUTED THEREWITH, INCLUDING ANY LIMITATIONS AND DISCLAIMERS THEREON. PLEASE CONTACT CANON USA IMMEDIATELY IF YOU HAVE NOT RECEIVED A COPY OF THE SOFTWARE MANUFACTURER'S LICENSE AGREEMENT.

NEITHER CANON USA NOR ANY AUTHORIZED SERVICE PROVIDER SHALL BE LIABLE FOR PERSONAL INJURY OR PROPERTY DAMAGE (UNLESS CAUSED SOLELY AND DIRECTLY BY THE NEGLIGENCE OF CANON USA OR ANY AUTHORIZED SERVICE PROVIDER), LOSS OF REVENUE OR PROFIT, FAILURE TO REALIZE SAVINGS OR OTHER BENEFITS, EXPENDITURES FOR SUBSTITUTE EQUIPMENT OR SERVICES, LOSS OR CORRUPTION OF DATA, INCLUDING, WITHOUT LIMITATION, STORAGE CHARGES OR OTHER SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES CAUSED BY THE USE, MISUSE OR INABILITY TO USE THE PRODUCT, REGARDLESS OF THE LEGAL THEORY ON WHICH THE CLAIM IS BASED AND EVEN IF CANON USA OR ANY AUTHORIZED SERVICE PROVIDER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOR SHALL RECOVERY OF ANY KIND AGAINST CANON USA OR ANY AUTHORIZED SERVICE PROVIDER BE GREATER IN AMOUNT THAN THE PURCAHSE PRICE OF THE PRODUCT CAUSING THE ALLEGED DAMAGE. WITHOUT LIMITING THE FOREGOING, THE PURCHASER ASSUMES ALL RISKS AND LIABILITY FOR LOSS, DAMAGE OR INJURY TO PERSONS AND PROPERTY OF THE PURCHASER OR OTHERS ARISING OUT OF THE POSSESSION, USE, MISUSE, OR INABILITY TO USE THE PRODUCT NOT CAUSED SOLELY AND DIRECTLY BY THE NEGLIGENCE OF CANON USA OR ANY AUTHORIZED SERVICE PROVIDER. THIS WARRANTY SHALL NOT EXTEND TO ANYONE OTHER THAN THE ORIGINAL PURCHASER OF THE PRODUCT AND STATES SUCH PURCHASER'S EXCLUSIVE REMEDY.

CONDITIONS OF WARRANTY
Defective parts must be returned to Canon USA or a Service Provider with all necessary documentation.
THIS WARRANTY APPLIES TO PRODUCTS PURCHASED AND USED IN THE UNITED STATES ONLY.

Canon

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CANON CARTRIDGE P LIMITED WARRANTY

Canon U.S.A., Inc. and Canon Canada Inc., (collectively "Canon") warrant to the original purchaser ("the Purchaser") of the Canon Cartridge P, packaged with this limited warranty (the "Cartridge"), when used in a compatible* Canon-brand product (the "Product") to be free from defects in workmanship and materials under normal use and service for a period of fifteen (15) days from the date of original purchase. A defective Cartridge returned to a Canon U.S.A. or a Canon Canada Authorized Service Facility or Dealer from whom you purchased the Cartridge ("Service Provider") within the fifteen (15) day warranty period and proven to be defective upon inspection will be exchanged for a new Cartridge. Warranty exchange shall not extend the original warranty period of the Cartridge.

When returning any Cartridge under this limited warranty, you must pack the Cartridge in its original carton with a copy of the bill of sale (or invoice of purchase), together with a complete explanation of the problem and return it to a Service Provider. Shipping charges, if any, must be prepaid. Cartridges covered by this limited warranty will be returned to you without charge by a Service Provider. A listing of Canon U.S.A. CONSUMER PRODUCTS INFORMATION CENTERS and CANON INFORMATION/SERVICE CENTERS in Canada is enclosed with the Cartridge. The Canon U.S.A. CONSUMER PRODUCTS INFORMATION CENTER and CANON CANADA INFORMATION/SERVICE CENTER will refer you to the nearest Service Provider.

NO IMPLIED WARRANTY OR CONDITION**, INCLUDING ANY IMPLIED WARRANTY OR CONDITION** OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, APPLIES TO THE CARTRIDGE AFTER THE APPLICABLE PERIOD OF THE EXPRESS LIMITED WARRANTY STATED ABOVE, AND NO OTHER EXPRESS WARRANTY, CONDITION** OR GUARANTY, EXCEPT AS MENTIONED ABOVE, GIVEN BY ANY PERSON OR ENTITY WITH RESPECT TO THE CARTRIDGE SHALL BIND CANON OR ANY SERVICE PROVIDER (SOME STATES AND PROVINCES DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU). NO WARRANTY IS GIVEN ON ANY USED CARTRIDGE

This limited warranty does not apply to, and does not guarantee any particular cartridge yield (i.e., number of copies per Cartridge). Cartridge yield will vary depending on average density of originals copied and other factors. See Canon U.S.A.'s or Canon Canada's operator manual for the Product for further information.

This warranty is void and of no force and effect if the Cartridge is damaged as a result of (a) abuse, neglect, mishandling, or alteration of the Cartridge, a Product Accessory or a Product in which the Cartridge is incorporated, electric current fluctuation, exposure to light, or accident, (b) improper use, including failure to follow operating or maintenance instructions, or environmental conditions, prescribed in Canon's operator's manual or other documentation, (c) installation or repair by other than service representatives qualified by Canon who are acting in accordance with Canon's service bulletins, or (d) use of supplies or parts (other than those distributed by Canon) which damage the Cartridge or cause abnormally frequent service calls or service problems. Nor does this warranty extend to any Cartridge on which the original lot numbers or dating have been defaced, removed, or altered.

NEITHER CANON NOR ANY SERVICE PROVIDER SHALL BE LIABLE FOR PERSONAL INJURY OR PROPERTY DAMAGE (UNLESS CAUSED SOLELY AND DIRECTLY BY THE NEGLIGENCE OF CANON OR ANY SERVICE PROVIDER), LOSS OF REVENUE OR PROFIT, FAILURE TO REALIZE SAVINGS OR OTHER BENEFITS, EXPENDITURES FOR SUBSTITUTE EQUIPMENT OR SERVICES, LOSS OR CORRUPTION OF DATA, STORAGE CHARGES OR OTHER SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES CAUSED BY THE USE, MISUSE OR INABILITY TO USE THE CARTRIDGE, REGARDLESS OF THE LEGAL THEORY ON WHICH THE CLAIM IS BASED AND EVEN IF CANON OR ANY SERVICE PROVIDER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOR SHALL RECOVERY OF ANY KIND AGAINST CANON OR ANY SERVICE PROVIDER BE GREATER IN AMOUNT THAN THE PURCHASE PRICE OF THE CARTRIDGE CAUSING THE ALLEGED DAMAGE. WITHOUT LIMITING THE FOREGOING, THE PURCHASER ASSUMES ALL RISKS AND LIABILITY FOR LOSS, DAMAGE OR INJURY TO PERSONS AND PROPERTY OF THE PURCHASER OR OTHERS ARISING OUT OF THE POSSESSION, USE, MISUSE, OR INABILITY TO USE ANY CARTRIDGE SOLD BY CANON NOT CAUSED SOLELY AND DIRECTLY BY THE NEGLIGENCE OF CANON OR ANY SERVICE PROVIDER. THIS WARRANTY SHALL NOT EXTEND TO ANYONE OTHER THAN THE ORIGINAL PURCHASER OF THE CARTRIDGE.

This limited warranty gives you specific legal rights, and you may also have other rights which vary from state to state or province to province.

THIS WARRANTY APPLIES TO CARTRIDGES SOLD AND USED IN THE U.S.A. AND CANADA ONLY.

* As specified in the Product's operator's manual.
** In Canada

CAUTION:
Keep out of reach of children.
Keep from contact with oxidizing materials.
Refer to instructions for handling and storing.

Canon

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GARANTIE RESTREINTE DES CARTRIDGE P DE CANON

Canon U.S.A., Inc. et Canon Canada Inc. (collectivement " Canon ") certifient à l'acheteur initial (" l'Acheteur ") que la Cartridge P de Canon, livrée avec la présente garantie restreinte (la " Cartouche "), utilisée avec un produit compatible* de marque Canon (le " Produit ") est sans vices de matière et de fabrication, dans des conditions d'utilisation et de service normales pendant une période de quinze (15) jours à compter de la date de l'achat initial.
Une Cartouche défectueuse qui est retournée à un Centre d'entretien et après-vente autorisé Canon U.S.A. ou Canon Canada ou à un détaillant chez qui vous avez acheté la Cartouche (" Fournisseur de service ") pendant la période de garantie de quinze (15) jours, et dont l'inspection confirme une défectuosité, sera échangée contre une Cartouche neuve. La période de garantie pour l'échange ne peut dépasser la période de garantie initiale de la Cartouche.

Toute Cartouche retournée, encore couverte par la présente garantie restreinte, doit être emballée dans sa boîte d'origine avec une copie de l'acte de vente (ou de la facture de l'achat), accompagnée d'une description complète du problème, et doit être retournée au Fournisseur de service. Les frais d'expédition, s'il y a lieu, doivent être payés à l'avance. Les Cartouches couvertes par la présente garantie restreinte vous seront retournées sans frais par un Fournisseur de service. Une liste des CENTRES D'INFORMATION SUR LES PRODUITS DE CONSOMMATION Canon U.S.A. et des CENTRES DE SERVICE ET D'INFORMATION CANON au Canada est incluse dans la boîte de la Cartouche. Le CENTRE D'INFORMATION SUR LES PRODUITS DE CONSOMMATION Canon U.S.A. et le CENTRE DE SERVICE ET D'INFORMATION CANON CANADA vous référeront au Fournisseur de service le plus proche.

AUCUNE GARANTIE OU CONDITION** IMPLICITE, Y COMPRIS TOUTE GARANTIE OU CONDITION** IMPLICITE À L'ÉGARD DE LA QUALITÉ MARCHANDE OU DE L'APTITUDE À UNE FIN PARTICULIÈRE, NE S'APPLIQUE À LA CARTOUCHE APRÈS LA PÉRIODE PRESCRITE DE LA GARANTIE RESTREINTE EXPRESSE SUSMENTIONNÉE. AUCUNE AUTRE GARANTIE OU CONDITION** EXPRESSE OU GARANTIE, À L'EXCEPTION DE LA GARANTIE RESTREINTE EXPRESSE SUSMENTIONNÉE, ACCORDÉE PAR TOUTE PERSONNE OU ENTITÉ À L'ÉGARD DE LA CARTOUCHE N'AURA POUR EFFET DE LIER CANON OU TOUT FOURNISSEUR DE SERVICE À L'ÉGARD DE TOUTE OBLIGATION, QUELLE QU'ELLE SOIT. (CERTAINS ÉTATS ET PROVINCES N'AUTORISENT AUCUNE RESTRICTION SUR LA DURÉE D'UNE GARANTIE IMPLICITE ; AINSI, IL EST POSSIBLE QUE LA RESTRICTION ÉNONCÉE CI-DESSUS NE S'APPLIQUE PAS DANS VOTRE CAS.) LES CARTOUCHES USÉES NE SONT COUVERTES PAR AUCUNE GARANTIE.

La présente garantie restreinte ne s'applique pas au rendement particulier de la Cartouche et ne garantit pas son rendement (par exemple, le nombre de copies par Cartouche). Le rendement de la Cartouche dépend de la densité moyenne des originaux reproduits et d'autres facteurs. Pour obtenir de plus amples renseignements, consultez le manuel d'utilisation du Produit de Canon U.S.A. ou de Canon Canada.

La présente garantie sera considérée comme nulle et non avenue si la Cartouche est endommagée à la suite de (a) l'usage abusif, la négligence, la manipulation négligente, ou la modification de la Cartouche, de l'Accessoire d'un Produit ou un Produit dans lequel la Cartouche est insérée, les variations de courant électrique, l'exposition à la lumière ou les accidents, (b) l'utilisation impropre, y compris l'omission d'observer les directives à l'égard de l'utilisation ou des conditions d'entretien et du milieu ambiant énoncées dans le manuel d'utilisation de Canon ou dans d'autres documents, (c) l'installation ou la réparation effectuées par d'autres personnes que les représentants au service autorisés de Canon qui agissent selon les calendriers de service Canon, ou (d) l'utilisation de pièces ou de fournitures (autres que celles distribuées par Canon) qui endommagent la Cartouche et qui causent une fréquence anormalement élevée d'appels de service et de problèmes d'entretien. La présente garantie ne couvre pas les Cartouches dont les numéros de lot initiaux ou les datations ont été défigurés, enlevés ou modifiés.

NI CANON NI AUCUN FOURNISSEUR DE SERVICE N'ASSUME DE RESPONSABILITÉ À L'ÉGARD DES BLESSURES CORPORELLES OU DES DOMMAGES MATÉRIELS (SAUF S'ILS SONT CAUSÉS UNIQUEMENT ET DIRECTEMENT PAR LA NÉGLIGENCE DE CANON OU D'UN FOURNISSEUR DE SERVICE), DE LA PERTE DE PRODUITS D'EXPLOITATION OU DE PROFITS, NI À L'ÉGARD DES ÉCONOMIES OU DES PROFITS NON RÉALISÉS, NI À L'ÉGARD DES FRAIS ENGAGÉS POUR DE L'ÉQUIPEMENT DE REMPLACEMENT ET DES SERVICES D'ENTRETIEN ET APRÈS-VENTE, LA PERTE OU L'ALTÉRATION DE DONNÉES, NI À L'ÉGARD DES FRAIS D'ENTREPOSAGE OU DE TOUT DOMMAGE INDIRECT, PARTICULIER OU CONSÉCUTIF DÉCOULANT DE L'USAGE, DE L'USAGE IMPROPRE OU DE L'IMPOSSIBILITÉ D'UTILISER LA CARTOUCHE, QUELLE QUE SOIT L'ARGUMENTATION JURIDIQUE SUR LAQUELLE S'APPUIE LA DEMANDE ET MÊME SI CANON OU TOUT FOURNISSEUR DE SERVICE ONT ÉTÉ INFORMÉS DE LA POSSIBILITÉ DE TELS DOMMAGES. AUCUN RECOUVREMENT, QUELLE QU'EN SOIT LA FORME, CONTRE CANON OU LE FOURNISSEUR DE SERVICE NE SERA SUPÉRIEUR AU MONTANT DU PRIX D'ACHAT DE LA CARTOUCHE À L'ORIGINE DES DOMMAGES PRÉSUMÉS. SANS SE LIMITER À CE QUI PRÉCÈDE, L'ACHETEUR ASSUME TOUS LES RISQUES ET TOUTE LA RESPONSABILITÉ À L'ÉGARD DES PERTES, DES DOMMAGES MATÉRIELS ET DES BLESSURES CORPORELLES SUBIS PAR L'ACHETEUR, SA PROPRIÉTÉ OU D'AUTRES PERSONNES OU LEUR PROPRIÉTÉ EN RAISON DE LA POSSESSION, DE L'USAGE, DE L'USAGE IMPROPRE OU DE L'IMPOSSIBILITÉ D'UTILISER TOUTE CARTOUCHE VENDUE PAR CANON, À MOINS QUE LESDITS DOMMAGES MATÉRIELS, PERTES ET BLESSURES CORPORELLES N'AIENT ÉTÉ CAUSÉS UNIQUEMENT ET DIRECTEMENT PAR LA NÉGLIGENCE DE CANON OU D'UN FOURNISSEUR DE SERVICE. LA PRÉSENTE GARANTIE N'EST PAS ACCORDÉE À D'AUTRES PERSONNES QUE L'ACHETEUR INITIAL DE LA CARTOUCHE.

La présente garantie restreinte vous accorde des droits particuliers reconnus par la loi et il se peut que vous disposiez d'autres droits qui peuvent varier d'un État ou d'une province à l'autre.

LA PRÉSENTE GARANTIE S'APPLIQUE AUX CARTOUCHES VENDUES ET UTILISÉES AUX ÉTATS-UNIS ET AU CANADA SEULEMENT.

* Tel que précisé dans le manuel d'utilisation du Produit.
** Au Canada

MISE EN GARDE :
Garder hors de la portée des enfants.
Éviter de mettre en contact avec des oxydants.
Se reporter aux directives pour la manipulation et l'entreposage.

Canon

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